

WINSLOW RESIDENTIAL HALL, INC.

POSITION DESCRIPTION

Title: Assistant Cook
Schedule Terms: 10 months
Salary Classification: Non-Exempt

Winslow Residential Hall, Inc., complies with the Navajo Preference in Employment Act (NPEA).

GENERAL STATEMENT OF RESPONSIBILITIES: Under the direct supervision of the Food Service Head Cook, an Assistant Cook prepares, preps, and serves Arizona Department of Education (ADE) approved reimbursable meals and snacks to the residential students. The Assistant Cook ensures and practice consistency in maintaining, and providing sanitary conditions in the kitchen, storage and dining areas. The Assistant Cook plays an integral part in providing a smooth and efficient operation of the food service department.

QUALIFICATIONS

EDUCATION, TRAINING & EXPERIENCE:

- A. **High School diploma or GED**
- B. Completion of and above-satisfactory scores on all job interviews, demonstrating to the satisfaction of the interviewees and WRHI that the applicant can perform the essential functions of the job;
- C. Successful completion of and positive results from all background and reference checks, including positive employment references from authorized representatives of past and current employers demonstrating to the satisfaction of WRHI a record of satisfactory performance and that the applicant can perform the essential functions of the job;
- D. Successful completion of fingerprint clearance requirements, physical examinations, and other screenings indicating that the applicant is qualified to be employed by WRHI and demonstrating to the satisfaction of WRHI that the applicant can perform the essential functions of the job;
- E. Submission of all required employment-related documents, applications, resumes, references, and other required information free of false, misleading or incomplete information, as determined by WRHI;
- F. Must have food handler's certificate.
- G. Computer knowledge of different software applications, including Microsoft Office, Internet, ADE, ADP, Institute of Child Nutrition and USDA Food and Nutrition Service, etc.
- H. Knowledge of Navajo and other American Indian Cultures.
- I. Valid government issued driver's license required.

DUTIES AND RESPONSIBILITIES:

- A. Understand and fully comply with (1) all WRHI policies, procedures, and regulations, (2) supervisor's directives, guidance, and performance plans, and (3) this position's description;
- B. Maintain an excellent and timely attendance; Will be required to work split shifts, morning, day and/or evening; May require to work weekends and overtime;
- C. Prepare foods based on menus, student counts, recipes, and portion control; prepare alternative foods for dietary restrictions.
- D. Maintain proper safety, cleanliness and sanitation conditions in all areas of the food service department (kitchen, dining and restrooms) within each shift;
- E. Perform dishwashing and properly store clean cooking pots, pans, and kitchen utensils;
- F. Completes daily inspection of equipment within the kitchen to ensure proper function.
- G. Maintain inventory, unloading supplies, and organizing the store rooms, walk-ins, and freezer;
- H. Ensure food requisitions are completed in a timely manner;
- I. Maintain proper recordkeeping, student rosters, sign in meal rosters, and production sheets;
- J. Assist Facility Staff with fire drills, dormitory lockdowns, monthly drills, etc.
- K. Complies with the U.S. General Service Administration travel mileage rates, meal allowance and lodging reimbursement rates set forth by the U.S. Federal Government, for purposes of calculating accurate travel expenses.

- L. Knowledge of the Continuity of Operations (COOP), Standard Operating Procedures (SOP), Hazard Communications, and the Emergency Response Guide;
- M. Knowledge of Tribally Controlled School procedures, peripheral residential operations and federal reporting requirements.
- N. Comply with 25 CFR Part 36 Subpart G – Homeliving Programs and National Criteria for Dormitory Situation
- O. Comply with P.L. 101-630, **Indian Child Protection and Family Violence Prevention Act**;
- P. Comply with P.L. 101-647, **Crime Control Act of 1990**.
- Q. Other duties as assigned and/or other duties which are necessary or appropriate for the duties and responsibilities of this position.

PHYSICAL REQUIREMENTS: Must submit to a physical examination from a licensed physician for each contract year. Ability to reach, bend, stoop and frequently lift up to 25 pounds. Be able to stand for more than six (6) hours daily.

DRIVING PRIVILEGES: Yes

EVALUATION PROCEDURE: In accordance with provisions specified in personnel policy and procedure.

SUPERVISION RECEIVED: Food Service Head Cook.

SUPERVISION GIVEN: None

CERTIFICATION

I have read and understand the foregoing position description. I had an opportunity to ask questions with regard to any and all statements contained in the position description. I represent that I meet the qualifications for the position and will diligently perform the duties and responsibilities set forth in the position description. This certification is made with the acknowledgment that this information is to be used for statutory purposes relating to the appointment and payment of public/federal funds, and that any false or misleading statements may constitute violations of such statutes and their implementing regulations or Winslow Residential Hall, Inc., policies, and may result in non-hiring and/or termination.

REVIEWED BY: _____
Assistant Cook

DATE: _____

REVIEWED BY: _____
Food Service Head Cook

DATE: _____

REVIEWED BY: _____
Homeliving Supervisor

DATE: _____