

JOB OPENING ANNOUNCEMENT

(Extended)

Job Title: Lead Cook

Report To: Senior Program Manager

Department: Senior Program

Job Vacancy: YAN-21-036

Status: Full-Time; Non-exempt

Starting Wage: DOE

Opening Date: 04/26/2021

Closing Date: Until Filled

POSITION DESCRIPTION:

The Lead Cook will engage in activities related to food preparation, production and serving of food. Prepares meals and helps to develop/plan menus. Participates in all phases of kitchen operations.

QUALIFICATIONS:

- High School diploma or GED
- Annual Physical with vision clearance to drive
- Must be able to measure accurately plus three (3) years large quantity experience and one (1) year record keeping
- Must be able to read and write in English
- Must have a minimum of three (3) years large quantity cook experience and be able to follow a planned menu, follow standardized recipes, have the ability to extend/reduce recipes, make basic math calculations, and possess the ability to measure accurately
- Must make decisions regarding which food items are allowed
- Ability to establish an effective professional manner in all dealings with clients and the general public
- Ability to exhibit emotional maturity and good judgment, to include high standards of morals and speech
- Must be dependable and flexible with regard to working hours
- Must be able to start early mornings and be punctual at all times
- Must have a valid driver's license with a driving record acceptable to the Nation's carrier
- Must have a current CPR certificate
- First aid training
- Must have ServSafe certification
- Defensive Driver Training
- Evidence of continuing education to maintain any required certifications/License and update knowledge and skills
- The Yavapai-Apache Nation reserves the right to waive any of the minimum qualifications that, in the opinion of the Tribal Chairperson, will serve as an adequate substitution for those minimum qualifications.

DUTIES AND RESPONSIBILITIES:

- Prepare meals to meet the one-third (1/3rd A) requirements
- Serve prepared meal during lunch time
- Transport elders to and from congregate sites
- Take and record temperatures of food being prepared regularly through out the day
- Take and keep record of temperatures of freezers and refrigerators twice a day, once at the beginning of shift and the end of the shift
- Take and keep record of food inventory in store rooms (dry goods and paper goods), in freezer and refrigerators on a weekly basis
- Take and keep record of equipment inventory once a month
- Prepare a (12) six week cycle menu to be used at both sites. Must be typed and reviewed by Senior Program Manager before it is sent to the RD for approval in advance (before the six week cycle begins)
- Prepare a food order list on a weekly basis
- Follow standard recipes for meal preparation
- Rotate food stock, first in first out method
- Label and date all left over food
- Date all new stock received
- Check in weekly food order and put away
- Able to lift 35 pounds or more if needed
- Keep kitchen/dining area clean; setting table for lunch; wash dishes & put away
- Keep freezer, refrigerator & storage area clean, wipe down weekly & deep clean on a monthly basis
- Keep stove/oven/hood vents clean & deep clean on a monthly basis
- Clean & maintain prep area
- Launder towels and aprons at your site on a weekly basis
- Keep delivery food bags clean, launder on a monthly basis
- Assist in transportation of elders to outings and other activities (may include night driving)
- Deal with the public and Y-A employees in a professional courteous manner
- Attend training to keep abreast of changes
- Other duties as assigned

Physical Requirements

The employee must occasionally lift and/or move thirty-five plus pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception and ability to adjust focus. The noise level in the environment is typical of an office setting. While performing the duties of this job the employee is required to sit; talk or hear; stand; walk; use hands to finger, handle or operate objects, tools or controls; and reach with hands and arms.

**How to apply: Please submit your resume and application to:
Yavapai-Apache Nation / Human Resources
2400 W. Datsi / Camp Verde, AZ 86322
P: 928-567-1062 / Fax: 928-567-1064
www.yavapai-apache.org**

INDIAN PREFERENCE:

Preference will be given to qualified applicants who are members of federally recognized Indian tribes. To be considered for Indian Preference, you must submit your Certificate of Indian Blood (CIB) with your application.

**WILL BE REQUIRED TO PASS A PRE-EMPLOYMENT DRUG SCREEN AND
COMPLETE A BACKGROUND CHECK WHICH WILL INCLUDE
FINGERPRINTING**

