



Yerington Paiute Tribe

VACANCY ANNOUNCEMENT

Position Classification and Description
Tribal Council Approved: 6/17/2019
ADVERTISE/LOCAL OPEN

POSITION TITLE: Elder Center Cook
DEPARTMENT: Clinic/Elder Center
SUPERVISOR: Clinic Director
WAGE: Level 9-0 \$12.04 to Level 11-0 \$13.27 F/T 40hrs/wk

POSITION SUMMARY: The primary function of the position is to plan, prepare and serve fresh and healthy daily meals for congregate and homebound Elders.

DUTIES:

- Prepares a monthly menu and posts it in advance
- Ensures daily meal menu food items are purchased and available for preparation of meals.
- Uses nutritional and portion size best practices to meet the dietary requirements of the clients served.
- Ensures adequate supplies of fresh and nutritionist food items are available to meet the monthly menu scheduling.
- Ensures compliance with Federal environmental health standard practices including food safety, equipment, and facility guidelines.
- Maintains physical presentation of the Elder Center.
- Ensures a clean and sanitary center is maintained for congregate meal serving and other specialty events at the center.
- Reconciles and reports financial receipts for food and center supplies and accounts for participant donations.
- Posts Elder Center activities and sign-up sheets for attendance or participation in upcoming events.
- Attends monthly Elder Committee meetings.
- Supervises assistant cook/driver.
- Perform other duties as assigned.

QUALIFICATIONS:

- Must have a high school diploma or GED required.
- Knowledge of Federal food preparation and kitchen sanitation standards.
- Required to obtain within (6) months applicable Federal food safety and sanitation certifications.

- Minimum of 1-3 years employment in a food industry related position like restaurants, preparing food dishes breakfast, lunch, dinner, buffets, or as a line prep cook preferred.
- Knowledge of meal planning for large groups, special events and parties.
- Must be a team player with an understanding of working with and serving Tribal Elders, working with fellow employees and the Tribal community and dependable.
- Required to obtain First Aid, CPR certification, successfully pass a criminal background investigation and drug screen.
- Able to maintain strict confidentiality.
- Must be able to stand for long periods of time.
- Able to lift 40 lbs or more.
- Possess a valid Nevada Driver's License and be insurable.
- Pass pre-employment drug screen and complete background investigation.

HOW TO APPLY:

1. Complete an application by contacting our Human Resources Director below.
2. All applications must accompany a 3 year DMV history, high school diploma/Equivalent or College Degree.

**171 Campbell Lane
Yerington, NV 89447
775-783-0200 Ext. 171
Fax: 775-627-9022
Email: hrdirector@ypt-nsn.gov**

Please note: Preference may be given to qualified Native American applicants under CFR, Subpart M, Part 273, Subpart D, Section 273.45, and/or 25 U.S.C. Section 5307. Also, applicant must pass and comply with the PL101.630-Indian Child Protection and Family Violence Protection Act, if applicable.