



Cow Creek Government Office

Position Description

Position Title: Tribal Community Center Cook

Department: Education Department

Reports To: TCC Manager

FLSA Designation: Non-Exempt

Date Written/Revised: 3/2018

Full Time Position

Pay Grade: 6

JOB DESCRIPTION:

Under general supervision of the TCC Manager, the Cook plans, prepares, and documents all meals for eligible participants in the TCC programming. Included in these responsibilities, the cook will purchase, prepare, and present nutritious meals in adherence to the industry standards. The cook will work collaboratively in cycle menu preparation with the Cow Creek Tribe's dieticians.

SCOPE:

The Cook oversees operations of the food program, including hygiene, meal planning and preparation, possible food distribution to rooms, record keeping and all kitchen operations. Ensures adherence to Child and Adult Care Food Program guidelines and all public health regulations regarding food storage and preparation.

DUTIES AND RESPONSIBILITIES:

- Implements the cycle menu in accordance with policies, procedures, established practices, budget requirements, and the guidelines established by the Child and Adult Care Food Program.
- Prepares nutritious meals and snacks for enrolled program members; prepares substitute items for enrolled members on restricted diets. Assist in distributing of food to various locations within building.
- Practices safe food handling techniques in food preparation and storage.
- Maintains safe and sanitary kitchen, pantry and storage areas. Cleans and maintains kitchen. Washes and sanitizes food service utensils, equipment, and food storage areas to standards mandated by the State of Oregon Department of Human Services Bureau of Children and Adult Licensing, the Douglas County Department of Health and Human Services, and best practices with regards to food safety and sanitation.
- Plans for and purchases all food and necessary supplies needed to provide food service.
- Maintains verification of food and non-food purchases to meet CACFP requirements.
- Works in conjunction with TCC staff to maintain all required Child and Adult Care Food Program paperwork. Paperwork includes: cycle menu production records, monthly adjustment sheets, inventories, menus, attendance sheets, and food purchase receipts. Maintains a monthly record of menus. Maintains a daily meal production record following the requirements of the CACFP using the Simplified Food Buying Guide (SFBG) to calculate ingredient amounts.

- Obtains and retains manufacturers' specifications (or Child Nutrition Label) for any commercially prepared food items not listed in the SFBG.
- In collaboration with the Cow Creek Tribe's Dietitians, develops monthly menus to meet CACFP meal pattern requirements.
- Posts and maintains all required Child and Adult Care Food public notices.
- Refers child nutrition concerns to appropriate agency staff member.
- Attends CACFP conferences and other workshops as needed. Participates in team meetings, required in-services, and all ongoing education and training sessions.
- If applicable, trains Assistant Cook and potential substitutes in the CACFP paperwork and in all other aspects of the cook's roles and responsibilities.
- Other duties as assigned.

QUALIFICATIONS:

- Graduation from high school. Course work and training in foods service, nutrition and/or dietetics. Educational requirements may be waived with proven significant professional work experience.
- Knowledge of the principles and practices of nutrition. Demonstrated skills in food preparation and presentation (nutritious, tasty, and appealing). Experience in food service preparation and management preferred. Experience with CACFP requirements also preferred.
- Must communicate effectively and be functionally literate in English.
- Ability to read and follow a recipe and a cycle menu.
- Must possess organizational skills, time management skills, and the ability to prioritize.
- Must possess the ability to accurately prepare reports and keep records.
- Ability to perform mathematical calculations accurately (including decimals and fractions) and to scale recipe quantities.
- Ability to work cooperatively with staff, students, parents, program members, vendors, and funding agency monitors.

SPECIAL REQUIREMENTS:

- Physical ability to remain standing for extended periods of time.
- Position requires fine motor repetitive motion.
- Physical ability to lift and carry up to 25 pounds unassisted.
- Physical agility to bend, stoop, walk, reach overhead, push/pull, squat, twist, climb and turn.

LICENSE OR CERTIFICATE:

Ability to obtain CPR and first aid training within first 90 days of employment. Must have current Oregon Food Handler's Card.

HEALTH AND SAFETY REQUIREMENTS:

Must successfully complete a health screening and provide proof of the absence of tuberculosis (TB) no later than 7 days following the date of hire. Must be free of communicable diseases. Maintain a well-groomed, clean, and professional appearance at all times

Complete and pass Central Background Registry