



Employee Job Description		
Position Title: Assistant Cook-Elder Feeding		
Position ID #		
Facility: Danbury Community Center		
Job Family: Elder Services/Aging	Comp Grade: D -	Status: FT

St. Croix Chippewa Indians of Wisconsin Leadership will strive to uphold the mission, vision, and values of the organization. They will serve as role models for staff and act in a people centered, service excellence-focused and results oriented manner.

Position Summary:

Preparing and serving food to qualified Elders, creating monthly menus, cleaning up using industry standards, ordering/grocery shopping, all other duties as assigned.

Job Duties:

- Maintain confidentiality
- Creating and maintaining a monthly menu
- All ordering of food/cleaning supplies and grocery shopping
- Prepare meals daily
- Must be punctual and dependable
- Practice responsible and safe food preparation and storage
- Practice safe and appropriate cleaning procedures including sterilizing dishes, utensils and cooking equipment daily
- Perform cleaning on all kitchen, storage and dining areas including scrubbing counters and sinks after each meal, washing dishtowels, sweeping and mopping and any other maintenance
- Attend necessary food safety training and certification courses as directed
- Any other duties assigned by supervisor

Type of Supervisory Responsibilities: Supervisor

Directly Reporting to: Rick Benjamin

Matrix of INDIRECT Reporting: St. Croix Tribal Council

Scope and Complexity:

Interacts with all levels of management and employees; often trusted with maintaining confidentiality and relaying highly sensitive information, and appropriate application of business operations and practices.

Physical Demands/Environment Factors: Job site will be kitchen and dining room

- Requires standing and walking.
- May be required to lift up to 50 pounds.
- Needs adequate visual acuity, ability to grasp and handle objects.
- Need ability to communicate effectively through speaking in person or on the telephone.
- May require off-site travel.

Minimum Qualifications:

- Food Safety / Restaurant Certification
- Must be able to practice safe and appropriate cleaning procedures including but not limited to appropriate sterilization of equipment
- Must demonstrate ability to assess customer and business needs and formulate plan of action. Able to identify potential issues and proactively contain and manage challenges.
- Requires teamwork.
- Must have demonstrated ability to work collaboratively with all levels of employees and managers.
- Needs commitment to timeliness and attention to detail for acceptable customer service.

Preferred Qualifications:

- Food Safety / Restaurant Certification
- Cooking experience and/or training

Native American Preference Given in Accordance with P.L. 93-638 and Amendments

EEPID	Employee Printed Name	Employee Signature	Date
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Supervisor Printed Name	Supervisor Signature	Date
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*These are expected to be updated regularly as responsibilities come and go, and will be used to notify employee annually. All signatures are required.