



Employee Job Description		
Position Title: Assistant Cook-Elder Feeding		
Position ID #		
Facility: Sand Lake Nutrition Site		
Job Family: Elder Services/Aging	Comp Grade: \$13.66 hr	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:

Provides assistance to the head cook in preparing and serving food to qualified elders

Job Duties:

- Maintain confidentiality
- Assist head cook to prepare meals daily
- 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: N/A

Directly Reporting to: Elder Nutrition Head Cook

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:

- Proficiency level typically gained through a combination of high school diploma.
- 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 skill in conflict resolution and 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:

- 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
-------	-----------------------	--------------------	------

Supervisor Printed Name	Supervisor Signature	Date
-------------------------	----------------------	------

*These are expected to be updated regularly as responsibilities come and go, and will be used to notify employee annually. All signatures are required.