



Spirit Lake Tribe
P.O. Box 359
Fort Totten, North Dakota 58335
britneyr@spiritlakenation.com

Job Title:	Head Cook	Open Date	January 19, 2024
SL Program:	Senior Services	Close Date	February 2, 2024

Position Objective: This position is responsible for performing food service duties in support of the Spirit Lake Tribal Senior Services department operations; prepares meals and snacks as per a pre-existing menu based on established nutritional guidelines; ensures the proper maintenance and cleanliness of the kitchen and related facilities and equipment.

Work is performed and duties are carried out in accordance with established policies and procedures

Major Duties & Responsibilities

- Applies food service principles, practices and methods governing food preparation activities such as food handling, proper storage and temperature control, cleaning of kitchen equipment and utensils to comply with safety and sanitary standards; complies with applicable state and federal rules and regulations.
- Ensures proper maintenance, cleanliness and sanitization of refrigeration/freezer units, steam tables, beverage dispensers, dining room tables, cupboards, shelves/racks, work surfaces, cooking equipment, dishes, utensils, appliances and storage areas.
- Operates various commercial kitchen equipment such as dishwashers, ovens, toasters, meat slicers, choppers, deep fryers, food processors, steam pots, blenders, and mixers.
- Responsible to develop and plan the monthly menu in accordance with the most recent Dietary Guidelines for Americans, dietitian recommendations and the requirements of the Older Americans Elderly Nutrition Program.
- Prepares and cooks a variety of food items, according to a pre-planned menu, by baking, frying, and broiling, gathering and measuring ingredients according to standardized menus/recipes and dietetic guidelines; ensure food is prepared in a timely manner and maintain adequate food temperatures (140 degrees for hot food and 40 degrees for cold food).
- Responsible for preparation of congregate and home delivered meals and assist in serving.
- Assists in the inventory and proper maintenance of food storage areas; maintain accurate records of food on hand; unpack, label, store and rotate food and disposables; date all food items in the storage room; ensure food is being properly used in a timely manner with minimal waste; re-order and prepare requisitions for food items and other needed supplies when necessary.
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- Ensure adequacy of food and supplies for the year; conduct weekly inventory to ensure an accurate account of food supplies, equipment, dishes, silverware, pots, pans, cleaning supplies, and other program items.
- Provides functional direction and guidance to other employees assigned to the food service department; maintain a well-organized kitchen staff; ensure kitchen staff adhere to dress code requirements (hair nets, plastic gloves, aprons or cooks jackets, etc.) and look professional; assign tasks to ensure staff are prepping food and/or cleaning at all times.
- Responsible for training the Assistant Cook in all aspects related to food preparation for efficient functioning of the food service program.
- Attends department approved training programs.
- Reports appliance/equipment failure to the Director in a timely manner.
- Must comply with federal laws and regulations as required by the HIPAA.
- Must possess the ServSafe Food Manager Certification and/or obtain certification within 30 days of employment.
- Must comply with Spirit Lake Tribe Personnel Policies & Procedures Manual.
- Performs related duties as assigned.

Knowledge, Skills, and Abilities

- Knowledge of principles, practices and terminology related to the assigned department.
- Knowledge of nutrition guidelines.
- Knowledge of the basic methods of quantity food service preparation.
- Knowledge of sanitation and safety practices related to cooking and serving food.
- Knowledge of methods of cleaning and caring for kitchen equipment.
- Knowledge of proper handling of food products.
- Knowledge of basic mathematical calculation and record keeping techniques.
- Knowledge of health regulations and safe working methods and procedures.
- Knowledge of proper lifting techniques.
- Knowledge of computers and job-related software programs.
- Knowledge of customer service principles.
- Ability to work independently and collaboratively in a team environment.
- Ability to learn and continuously improve, to be audited, observed, and reviewed.
- Ability to organize the multiple demands of the job.
- Ability to work with personal computers and office software systems.
- Ability to communicate clearly and effectively, both orally and in writing, using tact and sensitivity.
- Ability to lift heavy objects and stand long hours as needed.
- Ability to multi-task and work independently with minimal supervision.
- Skill in food preparation, cooking, and the proper handling of food products.
- Skill in cleaning and caring for kitchen equipment.
- Skill in performing basic mathematical calculations.
- Skill in time management, prioritizing and organizing work, and attention to detail.
- Skill in interpersonal relations and customer service.
- Skill in the maintenance of files and records.

- Skill in use of personal computer and a job-related software applications.
- Skill in oral and written communication.

Physical Demands/Work Environment

The work requires some physical exertion, such as long periods of standing; recurring bending, reaching, or similar activities; or recurring lifting of moderately heavy items. The work may require specific, but common, physical characteristics and abilities, such as above average agility and dexterity. The employee must be able to smell, read, write, speak and hear.

The work involves moderate risks or discomforts that require special safety precautions, e.g., heavy lifting, working around moving parts, or machines; burns and cuts. Employees may be required to use protective clothing or gear, such as slip resistant shoes, gloves, aprons, hair nets, etc. Must undergo a cooks physical every two years.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Supervisory and Management Responsibility

This position has no supervisory responsibility or authority.

Minimum Qualifications:

- High school diploma or equivalent; Associate degree in Culinary Arts or certification preferred.
- A minimum of 1-2 years of related experience sufficient to perform the essential functions of the position.
- Ability to multitask and cope in a high-pressure environment.
- Possession or ability to readily obtain a valid driver's license issued by the State of North Dakota with a clean driving record.
- Must be insurable under the Spirit Lake Tribe driving policy.
- Must successfully pass a criminal and background check, and a pre-employment drug screen.

Job Role:	Head Cook	Company Industry:	Senior Services Program
Exempt/Non-exempt	Non-Exempt	Closing Date:	February 2, 2024
Employment Status:	Full Time	Reports To:	Director

Grade:	9	Manages Others:	No
Number of Vacancies:	1	Classification : Exempt/Non-exempt	Non-Exempt
Please Send Application to:			
Name:	Spirit Lake Human Resource Dept	Email:	mkeo@spiritlakenation.com or britneyr@spiritlakenation.com
Address:	P.O. Box 97	State	North Dakota
City:	Fort Totten, North Dakota	Zip/Postal Code:	58335
Phone:	701-381-0204 or 701-381-0361	Fax:	701-766-1272
Application Procedure	Complete application/Completed resume/Application materials must clearly explain how experience and education are related to minimum qualifications and job duties. Copy of Credentials /License/Copy of college transcripts/copy of valid driver's license/Names, addresses, phone numbers and permission to contact three references/If seeking Indian Preference a copy of Tribal Enrollment must be attached/ If seeking Veteran's preference must include Form DD214/Authorization signature will be required for background check and drug testing.		