



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

Job Title:

Assistant Cook

**Open
Date**

November 7, 2024

SL Program:

Senior Services

**Close
Date**

Until Filled

Position Objective:

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.
- Assists the Head Cook with preparing, cooking, and serving a variety of food items for 170 + home-delivered/congregate meals 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).
- Verify that prepared food meets requirements for quality and quantity in accordance with the most recent Dietary Guidelines for Americans, dietitian recommendations and the requirements of the Older Americans Elderly Nutrition Program.
- Operates various commercial kitchen equipment such as dishwashers, ovens, toasters, meat slicers, choppers, deep fryers, food processors, steam pots, blenders, and mixers.
- 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.
- Assist with kitchen clean-up after meals and a thorough kitchen clean-up on a weekly basis.
- Maintain sanitation, health, and safety standards in work areas. Abide by health and safety procedures.
- 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.
- Adhere to dress code requirements (hair nets, plastic gloves, aprons or cooks jackets, etc.) and look professional when preparing and cooking food.
- Identify and document unsafe practices or conditions and report any accidents immediately to the Head Cook.
- Communicates and works effectively with other staff members.
- Maintain confidentiality about program participants, families/caregivers, and facility.
- Perform duties in the absence of the Head Cook.
- Attends department approved training programs.
- Must comply with federal laws and regulations as required by the HIPAA.

- Must possess the ServSafe Food Handler Certification and/or obtain certification within 30 days of employment.
- Must comply with Spirit Lake Tribe Personnel Policies & Procedures Manual.
- Under the supervision and guidance of the Senior Services Head Cook.
- Perform 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.
- Experience in working with elders, preferred.
- Possess knowledge of all health codes according to dress, food storage, food preparation, sanitation, chemical mixtures, internal temperatures, and rotation of stock.
- Kitchen & Food Prep experience preferred to provide necessary knowledge, skills, and abilities to perform essential duties and responsibilities.
- Ability to lift 50lbs and stand long hours as needed.
- Must successfully pass a criminal and background check, and a pre-employment drug screen.

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| Job Role: | Assistant Cook | Company Industry: | Senior Services Program |
| Employment Status: | Full Time | Reports To: | Head Cook |
| Grade: | 8 | Manages Others: | No |
| Number of Vacancies: | 1 | | |
| Please Send Application to: | | | |
| Name: | Spirit Lake Human Resource Dept | Email: | mkeo@spiritlakenation.com or rcrosswhite@spiritlakenation.com |
| Address: | P.O. Box 97 | State | North Dakota |

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|------------------------------|---|-------------------------|--------------|
| City: | Fort Totten, North Dakota | Zip/Postal Code: | 58335 |
| Phone: | 701-381-0204 or 701-381-0361 | Fax: | 701-766-1272 |
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| 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. | | |
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