



Ho-Chunk Nation

Job Description



TITLE: Tribal Aging Unit (TAU) Assistant Cook		JOB CODE: TAUC
GOVERNMENT- EMPLOYEE		EEO: 8
Non-Exempt	No Flex	FUNDING SOURCE: NPD/Grant
HO-CHUNK PREFERENCE		

"All employees are subject to the Drug, Alcohol and Controlled Substance Policy."

All employees will be required to attend orientation or training to attain knowledge of the history, culture and traditions of the Ho-Chunk Nation – Resolution 08-20-13K

"This position requires compliance with the Indian Child Protection and Family Violence Prevention Act, 25 U.S.C. Part 3207(c) and shall be subject to a background investigation as a condition of employment."

POSITION OVERVIEW

The Tribal Aging Unit (TAU) Assistant Cook is responsible for assisting the cook in planning menus and serving meals for the Elders at the TAU meal sites.

PERFORMANCE-BASED JOB FUNCTIONS AND OBJECTIVES

1. Assist in preparing and serving meals at the congregate site by providing a comfortable setting for the Elders to socialize and enjoy their meal at least four (4) days per week.
2. Properly clean and sanitize the kitchen, dining, and storage area daily, and cleaning the stove and refrigerator weekly, in accordance with OSHA standards.
3. Assist in planning menus one (1) month in advance, based on nutritional needs and submit to supervisor at least one (1) month in advance.
4. Complete home visits and wellness checks of each home-delivered Elder meal recipients at least once per week.
5. Assist with completing all necessary paperwork accurately and on time: monthly reports, daily meal site attendance records, daily meal temperature records, and all other required documentation.
6. Assist with ordering and shopping for food and kitchen supplies based on the prepared menus at least twice per week.
7. Escort Elders to their vehicle as requested and transport Elders as assigned on a daily basis.
8. Clean vehicle completely after each delivery/transport and clean and sanitize the meal delivery bags daily
9. Complete detailed monthly reports of home-delivered meals, transports, chores, etc.
10. Attend staff meetings and training sessions as required by the TAU supervisory staff.
11. Perform other duties as assigned by TAU supervisory staff.

JOB RESPONSIBILITY

Job Reports to	TAU Cook
Leadership Accountability	Implements operating plans
Supervisory Accountability	None
Organizational Accountability	None
Financial Accountability	None
Customer Accountability	Interfaces with outside customers, interfaces with inside customers.



Freedom to Act	Operates with significant independence, subject to general input from supervisor, subject to regular review by supervisor.
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MINIMUM QUALIFICATIONS

EDUCATION:

1. Must have a high school diploma or equivalent (GED/HSED).

ESSENTIAL:

1. Must be at least 18 years of age.
2. Preferably Native American.
3. Must obtain ServSafe certification within one year.
4. Must have or acquire a CPR certificate.
5. Must have valid driver's license, dependable transportation, and proper insurance.
6. Must promote a positive, non-abusive, healthy lifestyle.
7. Must adhere to all applicable confidentiality laws.
8. Congenial and friendly and be in good physical condition.

EXPERIENCE:

1. Experience in food preparation and knowledge of nutritional needs.
2. Must be willing to work with Elders and be able to communicate with the Elders.

KNOWLEDGE, SKILLS, ABILITIES REQUIRED

1. Proficiency in Microsoft Word, Excel, and Outlook.
2. Knowledge of Native American traditions and nutritional needs of the Elders.
3. Must have knowledge of the Privacy Act and respect confidentiality of Elders.
4. Must be dependable, energetic, possess initiative, and be self-motivated.

WORK PLACE RESPONSIBILITY

1. Maintains a safe and healthy work place environment.

WORKING CONDITIONS

1. Kitchen and office setting.
2. Some travel required.