



HOH INDIAN TRIBE

P.O. Box 2196 • FORKS, WASHINGTON 98331
TELEPHONE (360) 374-6582 • FAX (360) 374-5426

Position Description

Job Title	Summer Food Cook
Department	Youth Support
Reports To	Maria Lopez
Status	Temporary
Salary Range	\$17.00
Location	Hoh Tribe Reservation and Queets Reservation

Summary

Prepares, seasons, and cook soups, meats, vegetables, desserts, and other foods for consumption by Hoh Children.

Duties and Responsibilities The duties of this position include, but are not limited to:

- Become knowledgeable in the Summer Food Service Program
- Reads from menu and recipes to estimate food requirements
- Shop for supplies, store, label and date, rotate food
- Prepares food according to food safety requirements, and records temperatures of equipment and food at the time of service. Reinforces the practice of frequent hand-washing and takes steps to prevent cross contamination.
- Measures and mixes ingredients according to recipe, using a variety of kitchen utensils and equipment, such as blenders, mixers, grinders, slicers, and tenderizers, to prepare soups, salads, gravies, desserts sauces and casseroles.
- Bakes, roasts, broils or steams meats, fish, vegetables and other foods.
- Keeps accurate records of food used.
- Daily clean up, with a day of detailed cleaning once per week

- **Reporting and Recording:**
- Collect data for a final narrative and data report which will include:
- Data reports and summaries of SFSP participation, promotion outcomes and contacts
- A conclusion highlighting successes, challenges and difficulties, and offering feasible

- suggestions for SFSP future operations
- Perform other duties as assigned by supervisor.

Skills and Specifications

- Experience in customer and volunteer services
- Strong skills in organization, time management, and English written and verbal communication
- Excellent professional etiquette, personal boundaries and ability to maintain confidentiality
- Flexible and the ability to multi-task
- **Must be able to pass a Tribal and/or Washington State Criminal background check**
- **Must be will to submit to random Urinalysis**
- **Full mobility is required to carry-out the responsibility of this position**
- Must adhere to the personnel policies and drug and alcohol polices.

Education and Qualifications

- Must obtain or have a Valid Washington State Driver's License
- High School Diploma or G.E.D. preferred
- WA state food handlers' card

This position is covered by the provisions of the Crime Control Act of 1990, Subchapter V - Child Care Worker Employee Background Checks (42 U.S.C. 13041) and the Indian Child Protection and Family Violence Prevention Act of 1990 (25 U.S.C. 3201-3210). As such, each applicant will be required, as a pre-condition to employment, to submit to a 5-year criminal history background check, including fingerprinting.

There will be no discrimination in selection process for this position because of race, color, age, sex, national origin, physical handicap, marital status, political membership or non-membership in an employee organization (43 CFR 17.3). If the applicants have equal qualifications, preference will be given to Native Americans and Alaskan Natives (Title 25 USC). Applicants claiming Indian preference must submit verification of Indian certification by tribe of affiliation or other acceptable documentation of Indian heritage. All other interested persons are encouraged to apply.