



## JOB DESCRIPTION

Bishop Paiute Tribe  
Bishop, California

**Position:** Summer Cook Assistant  
**Department:** Bishop Indian Education  
**Supervised by:** BIEC Director or Designee  
**Pay Range:** NE3 \$19.51 - \$25.36 Hourly (\$40,580.80-\$52748.80) DOQ  
**FLSA:** Full-Time; Non-Exempt, Temporary

**Position Summary:** Under the direct supervision of the Summer Cook, the Summer Cook Assistant will be responsible for helping with the preparation and serving meals and handling all related tasks for the participants of the Summer Foods Program Service.

*This list of duties and responsibilities is illustrative only of the tasks performed by this position and is not all-inclusive.*

### Job Duties:

- Help Summer Cook in daily preparation of nutritious meals as specified by USDA.
- Maintain sanitary and orderly kitchen facilities.
- Must wear hairnet and gloves while preparing and serving food.
- Participate in nutrition education trainings, seminars and nutrition courses.
- Participate and assist in promoting nutrition education for parents, staff and children.
- Attend all staff meetings and parent meetings as necessary.
- Commits to continued professional development to acquire, hone, maintain, and/or advance the knowledge and skills needed for optimal job performance.

### Experience and Education:

- High School Diploma or GED required.
- Experience preparing meals for large groups, menu planning, purchasing and inventory control.
- Show proof of having had a current medical examination, TB skin test and Hepatitis inoculation. If requirements are not current must consent and complete before employment and be maintained annually.
- Possess current CPR and First Aid certification and a Food Handlers Certificate, or willing to take classes immediately upon hire.
- Must have and maintain a valid California Driver's license and be insurable under the Tribe's existing automobile insurance policy.

### Other Requirements:

- Must have and maintain and valid California Drivers' License and be insurable by the Tribe's existing automobile insurance policy.
- Must have the ability to work with people from diverse cultures, ethnic and socio-economic backgrounds and possess a basic knowledge of Native American communities and always maintain cultural sensitivity.
- Must comply with the Bishop Paiute Tribe's organizational policies.

**Indian Preference:**

Native American Indian preference shall apply pursuant to the Bishop Tribal Employment Rights Ordinance No. 1992-01 (as amended on June 28, 2012) and the Indian Self-Determination and Education Assistance Act (24 U.S.C. 450, et seq.), 25 CFR 271.44 and other relevant laws.

**Competencies:**

To perform the job successfully, an individual should demonstrate the following competencies to perform the essential functions of this position.

- *Decision Making* – the individual identifies and resolves problems in a timely manner and gathers and analyzes information skillfully to make the responsible decision.
- *Interpersonal Skills* - the individual maintains confidentiality, remains open to others' ideas and exhibits willingness to try new things; ability to interact and maintain good working relationships with individuals of varying cultural and social backgrounds.
- *Analytical Skills* - Ability to analyze operational, statistical and financial information and draw logical conclusions; compare and interpret facts and figures.
- *Communication* – Ability to communicate clearly both verbally and in-writing; ability to write clear and concise reports, memoranda, directives and letters.
- *Customer Oriented* – the individual delivers excellent service to both internal and external customers in a friendly and courteous manner.
- *Time Management* – the individual prioritizes and plans work activities, uses time efficiently and develop realistic action plans.
- *Detail Oriented* – the individual demonstrates accuracy and thoroughness and monitors own work to ensure quality.
- *Adaptability* – the individual adapts to changes in the work environment, manages competing demands and is able to deal with frequent change, delays or unexpected events.
- *Reliability* – the individual is consistently at work and on time, follows instructions, responds to management direction and solicits feedback to improve performance.
- *Organized* – the individual keeps clean and organized workspace and projects.
- *Motivated* – the individual inspires self and others about them to get the job done and follow through on tasks.
- *Technology Skills* – Operates various word-processing, spreadsheets, MIP and database software programs in a Windows environment.
- *Safety Oriented* - aware of surroundings to maintain a safe work environment for community members and co-workers.

**Physical Demands/Work Environment:**

While performing the duties of this job, the employee regularly is required to sit and stand; use hands to finger, handle, or feel; reach with hands or arms; and talk or hear. The employee occasionally is required to walk. The employee may be required to lift and/or carry up to 20 lbs. Clarity of vision at short distance is required. Tight time constraints and multiple demands are common. Travel is required for training, meetings, conferences, presentations, and other events.

**Signatures**

This job description has been approved by all levels of management:

*Manager:* \_\_\_\_\_

*HR:* \_\_\_\_\_

Employee signature below constitutes the employee's understanding of the requirements, essential functions and duties of the position.

*Employee:* \_\_\_\_\_ *Date:* \_\_\_\_\_

