



JOB DESCRIPTION

Bishop Paiute Tribe
Bishop, California

Position: Van Driver/Prep Cook
Department: Elders Program
Supervised by: Elders Director
Pay Grade: NE2 \$17.73-\$23.05 (\$36,878.40-\$47,944.00) DOQ
FLSA: Full-Time; Non-Exempt

Position Summary: The Van Driver/Prep Cook is responsible for the safe and timely transportation of food to the meal sites. The primary job duty of this position is the loading and unloading cold packs, other food items and supplies daily from the Elder's kitchen to Homebound Elder's within the Bishop Paiute Tribal community. Help the kitchen staff prepare the meals for delivery and deliver the meals to the Elders. They also assist with kitchen maintenance duties before and after meal delivery. In an emergency situation the prep cook may be asked to prepare and serve the meals on an as needed basis.

Indian Preference: The Bishop Paiute Tribe is an Equal Opportunity Employer within the confines of the Native American Preference and the Bishop Paiute 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.

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

Job Duties:

- Responsible for packaging cold packs and other food items to be distributed with the meals to food delivery program participants according to instructions and food handling standards.
- Ensures that packed food for delivery to Homebound Elders is promptly delivered and handed over to recipient unless otherwise instructed.
- Responsible for pick-up of any donated food items.
- Upon return to the Elder's kitchen, unload the van and place all equipment in appropriate storage areas.
- Responsible for reporting and documenting to the Elders Manager any problems that he/she may encounter while delivering meals.
- Reporting any problems with the vehicles to the Elders Manager.
- Responsible for maintaining vehicle log in accordance with the requirements of Tribal Personnel Policies and Procedures.
- Clean vehicle daily and maintain sanitary condition of vehicle. Responsible for preventative maintenance of vehicle, including checking all fluid levels, checking tire pressure/oil.
- Schedule van for service as scheduled in and required by owner's manual.
- Checks daily that the Van is safe and clean to operate according to prescribed standards and pre/post trip inspections are completed.
- Cleaning and sanitizing food delivery containers daily.
- Will initiate contact and do a check-in with the Homebound Elders.
- Knows and complies consistently with our standard portion sizes, cooking methods, quality standards and kitchen rules.
- Attends and participates in staff meetings and all mandatory events.

- Assist in the management and maintaining required records pertaining to the food service operation such as daily food count, cost analysis sheets, inventory, menu planning, quantities of food needed for meal preparation planning, and use of standardized recipes.
- Prepare and serve meals when needed.
- Commits to continued professional development to acquire, hone, maintain, and/or advance the knowledge and skills needed for optimal job performance.

Education and Experience:

- High School Diploma.
- One year of experience in food service Preferred.
- Possess a food-handling certificate within 30 days of date of hire.
- Knowledge of kitchen sanitation, kitchen safety measures, cleaning and care of kitchen equipment and work areas.

Other Requirements:

- Possess CPR and First Aid certification, or willing to take classes within 60 days upon hire.
- Show proof of having had a current medical examination, TB skin test and Hepatitis inoculation.
- 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 have and maintain a valid California Driver's license and be insurable under the Tribe's existing automobile insurance policy.
- Must comply with the Bishop Paiute Tribe's organizational policies.

Competencies:

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

- *Job Knowledge* - Knowledge of office and business administration; Tribal Administration; Indian community; and applicable federal, state, county and local laws, regulations, and requirements.
- *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 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 develops 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, spreadsheet, accounting and database software programs in a Windows environment.

Physical Demands/Work Environment:

While performing the duties of this job, the employee regularly is required to stand, walk, and sit; use hands to finger, handle, or feel; reach with hands or arms; and talk or hear. The employee occasionally is required to climb or balance; stoop, kneel, crouch or crawl. The employee may occasionally be required to lift and/or carry up to 25 lbs. Work is generally performed in an office setting and occasionally in an outdoor environment. Evening and/or weekend work may be 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 employee's understanding of the requirements, essential functions and duties of the position.

Employee: _____ *Date:* _____