

JOB ANNOUNCEMENT

POSITION: Head Cook

PROGRAM: Senior Citizens

SUPERVISOR: Senior Citizen Center Coordinator

DIVISION: Tribal Human Services Administration

SALARY RANGE: \$ 19.31Hr. (Grade 15, Step 02)

CLASSIFICATION: Non-Exempt

LOCATION: Owyhee, Nevada

OPENS: April 1, 2026

CLOSES: Open Until Filled

SPECIFICATIONS: All applications must be fully completed. Any incomplete, undated or unsigned applications will not be processed (Do not refer to the resume in lieu of making required comments on the application) **Please attach all required documentation as specified in the Job Announcement. Failure to attach required documents will disqualify you from consideration for this position.** Employment Applications are available at the Human Resource Department. Any questions regarding this position is to be directed to the Human Resource Department at the above listed telephone number.

Preference for filling vacancies will be given to qualified Indian Applicants in accordance with the Indian Preference Act (Title 25 U.S. Code, Section 472 and 473). However, the Shoshone-Paiute Tribes is an equal opportunity employer and all qualified applicants will be considered in accordance with the provisions of Section 703 (I) of the Title VII of the Civil Rights Act of 1964, as amended.

The Shoshone-Paiute Tribes application form for employment must be received by the Human Resources Office by 5:00 PM of the closing date of this job announcement.

In accordance with Shoshone-Paiute Tribes' Resolution No. 00-SPR-31, all new employees are required to pass a pre-employment drug/alcohol test.

THE SHOSHONE-PAIUTE TRIBES RESERVES THE RIGHT TO CONDUCT BACKGROUND CHECKS ON ALL NEW EMPLOYEES. In accordance with Shoshone-Paiute Tribes' Resolution No. 95-SPR-

SPECIAL CONSIDERATION:

This position is subject to random drug testing and a background check as a condition of employment. This individual has access to sensitive Tribal and personal data. Additionally, this person periodically operates a Tribal vehicle (Unless accepted under the provisions of the American Disabilities Act) and comes into regular contact with seniors and children.

JOB FUNCTIONS:

Under the direct supervision of the Senior Citizen Program Coordinator. Must be able to function efficiently without supervision. Must be able to interact professionally with all Elders, Staff and visitors. Will follow established Tribal and Departmental policy and procedures and be knowledgeable in all aspects of the department. The Head Cook position is part of the Shoshone-Paiute Tribes, Human Services Administrator.

SPECIFIC DUTIES:

1. Accepts and performs other duties as directed by Coordinator, and/or an authorized supervisor that meets the demands of the department and facility.
2. Complies with established Quality Improvement Standards, Infection Control Standards, and Safety function and requirements.
3. Helps monitor working mechanism of all department equipment, reporting any difficulties to Coordinator.
4. Helps restock and maintain inventory levels to insure proper supplies for department function.
5. Will serve all Elders, Staff, and paying customers.
6. Will prepare meals for Home bound participants.
7. Must have knowledge of proper food storage, labeling, and covering.
8. Maintain production and quality of meals in a safe and sanitary environment.
9. Assumes food preparation responsibilities as directed by Senior Citizen Coordinator and prepares meals according to established menu.
10. Cleans work areas, stove/oven, equipment used, walls, storage areas, refrigerator/freezer, and kitchen floor. Works as a team player with dishes
11. Properly disposed of kitchen trash.
12. Complete Support Services Report for each day.
13. Complies with established Personnel Policies and Procedures.
14. Prepare monthly menus, Process weekly grocery/food orders with established vendors.
15. Tally and record meals for the PPR reports.

The above reflects the general duties considered necessary to describe the principle functions of the job as identified and shall not be considered as a detailed description of all the work requirements that may be inherent in the position.

MINIMUM QUALIFICATIONS:

1. High School Diploma or GED.
2. Clerical abilities: filing, typing, answering telephone, computer skills, etc.
3. Must be physically able to: lift 20 lbs., bend, reach, stoop.
4. ServSafe Food Handler's is required
5. Must have Nevada or Idaho Driver's License.
6. Ability to obtain ServSafe Manager's Certification within six (6) months of hire date.

OTHER FACTORS:

1. Food handler's must be updated yearly
2. Must have verbal and written ability to communicate with staff, elders and visitors.
3. Must have temperament to handle stressful situations and be able to work as a productive team member.
4. Ability and willingness to learn job functions as developed and/or required.