

## JOB OPENING ANNOUNCEMENT

(Repost)

**Job Title:** Prep Cook

**Report To:** Lead Cook

**Department:** Senior Program

**Job Vacancy:** YAN-21-012

**Status:** Part-Time; Non-exempt

**Starting Wage:** \$11.48 per hour

**Opening Date:** 01/04/2021

**Closing Date:** 03/26/2021

### **POSITION DESCRIPTION:**

The Cook will clean and prepare products, set up all stations, prepare meals and delivers meals to clients/elders.

### **QUALIFICATIONS:**

- Minimum of one year experience in kitchen preparations and cooking.
- Must have a valid Arizona Driver's License and be insurable with the Nation's auto insurance policy and sustain insurability throughout the duration of employment.
- Must have a current CPR certificate.
- Prefer some first aid training.
- Knowledge of safety and food handling guidelines and procedures.
- Understanding of proper use and maintenance of major kitchen equipment including stoves, refrigeration, meat slicer, knives, and dish machine.
- Must be able to start early mornings and be punctual at all times.
- Must be dependable and flexible with regard to working hours.
- Able to work in a team environment and take directions.
- Able to work calm and effectively under pressure.
- Able to stand and exert fast paced mobility for entire shift.

### **DUTIES AND RESPONSIBILITIES:**

- Deliver homebound meals.
- Transport elders to and from the congregate site.
- Follow recipes to ensure consistency help cook.
- Preparing a meal for congregate and home delivered meals.
- Pack cold sack for home delivered meals.
- Help in prep work for next day.
- Help serve elders during lunch time.
- Cleans and maintains prep area (e.g. utensils, prep tables, and equipment, sweeps Assist in keeping freezers, refrigerates and storage areas clean (wipe down weekly; deep clean monthly).
- Keep vehicle clean of any debris on a daily basis.
- Assist Lead Cook in preparing a twelve (12) week cycle menu.
- Assist Lead Cook in preparing weekly food list.
- Assist in putting away food order and date all new stock received.
- Label, date and store all leftover foods as appropriate.

- Deal with the public and Yavapai-Apache Nation employees in a professional courteous manner.
- Attend trainings to keep abreast of changes.
- Other duties as assigned.
- floors, walls, etc.).
- Dispose of trash as needed.
- Assist in keeping kitchen and dining area clean; setting tables for lunch; keep hot food bags clean during the week; and wash/put dishes away.
- Transport elders shopping, other outings and activities.
- Assist elders as needed.
- Able to lift 25 pounds or more.
- Take and keep temperatures on cold food being prepared.

### **Physical Requirements**

The employee must occasionally lift and/or move at least twenty-five (25) pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception and ability to adjust focus. The noise level in the environment is typical of an office setting. While performing the duties of this job the employee is required to sit; talk or hear; stand; walk; use hands to finger, handle or operate objects, tools or controls; and reach with hands and arms.

*Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

**How to apply: Please submit your resume and application to:  
Yavapai-Apache Nation / Human Resources  
2400 W. Datsi / Camp Verde, AZ 86322  
P: 928-567-1062 / Fax: 928-567-1064  
[www.yavapai-apache.org](http://www.yavapai-apache.org)**

### **INDIAN PREFERENCE:**

Preference will be given to qualified applicants who are members of federally recognized Indian tribes. To be considered for Indian Preference, you must submit your Certificate of Indian Blood (CIB) with your application.

**WILL BE REQUIRED TO PASS A PRE-EMPLOYMENT DRUG SCREEN AND  
COMPLETE A BACKGROUND CHECK WHICH WILL INCLUDE  
FINGERPRINTING**