

JOB OPENING ANNOUNCEMENT

Job Title: Prep Cook

Report To: Senior Program Manager

Department: Senior Program

Job Vacancy: YAN-21-037

Status: Full-Time; Non-exempt

Starting Wage: DOE

Opening Date: 04/26/2021

Closing Date: 05/07/2021

POSITION DESCRIPTION:

The Prep Cook will engage in activities related to food preparation, production and serving of food. Prepares meals and helps to develop/plan menus. Participates in all phases of kitchen operations, will clean and prepare products, sets up all stations, prepare meals and deliver to clients.

QUALIFICATIONS:

- 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
- High School diploma or GED
- Must be able to measure accurately plus three (3) years large quantity experience and one (1) year record keeping
- Must be able to read and write in English
- Must have a minimum of three (3) years large quantity cook experience and be able to follow a planned menu, follow standardized recipes, have the ability to extend/reduce recipes, make basic math calculations, and possess the ability to measure accurately
- Must make decisions regarding which food items are allowed
- Ability to establish an effective professional manner in all dealings with clients and the general public
- Ability to exhibit emotional maturity and good judgment, to include high standards of morals and speech
- Must be dependable and flexible with regard to working hours
- Must be able to start early mornings and be punctual at all times
- Must have a valid driver's license with a driving record acceptable to the Nation's carrier
- Must have a current CPR certificate
- Prefer some first aid training
- Must have ServSafe certification
- Defensive Driver Training
- The Yavapai-Apache Nation reserves the right to waive any of the minimum qualifications that, in the opinion of the Tribal Chairperson, will serve as an adequate substitution for those minimum qualifications.

DUTIES AND RESPONSIBILITIES:

- Prepare meals to meet the one-third (1/3rd A) requirements
- Follow standard recipes for meal preparation
- Serve prepared meal during lunch time MV, and CLK.
- Take and record temperatures of food before and after packing/serving
- Deliver home bound meals MV/Clk
- Transport senior/ elders to and from congregate site MV/CLK
- Label and date all left over food and store properly
- Keep drink table clean and sanitized MV/CLK
- Do prep work for next day meal
- Prepare a food order list on a weekly basis
- Check in weekly food order and put away Date all new stock received; Rotate food stock, first in first out method
- Take and keep record of food inventory in store rooms (dry goods and paper goods), in freezer and refrigerators on a weekly basis
- Transport senior/elders shopping, other outings and activities and help assist them in and out of van, assist them with bags, MV/CLK.
- Clean and sanitize tables in dining area before and after use MV/CLK.
- Clean salt/pepper shakers, sugar containers, napkin holders, and lazy Susan daily, MV/CLK
- Cleans and maintains prep area (e.g. prep tables, and equipment, sweeps floors, washes walls, etc.) disposes of trash on Fridays.
- Keep kitchen and dining area clean; wash dishes and put away, clean food bags once a month.
- Prepare a (12) six week cycle menu for salads and fruits. Turn in to Senior Program Administrator on a monthly basis
- Able to lift 35 lbs or more if needed
- Take and keep record of temperatures of freezers and refrigerators twice a day, once at the beginning of shift and the end of the shift
- Take and keep record of equipment inventory once a month
- Keep freezer, refrigerator & storage area clean, wipe down weekly & deep clean or a monthly basis
- Keep stove/oven/hood vents clean & deep clean on a monthly basis
- Keep vehicles clean and fueled up weekly. Inform Driver of any vehicle maintenance needed.
- Launder towels and aprons on a weekly basis.
- Fill out all forms daily and turn in (e.g. transportation form, timesheet form, mileage form, food temp form, freezer/frig forms, HDM temp form etc)
- Deal with the public and Y-A employees in a professional courteous manner
- Attend training to keep abreast of changes
- Other duties as assigned

Physical Requirements

The employee must occasionally lift and/or move thirty-five plus 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.

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

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**

