



Poarch Band of Creek Indians

Tribal Government – Job Announcement

5811 Jack Springs Rd. ♦ Atmore, AL 36502

Tribal Offices: 251.368.9136 ♦ www.pci-nsn.gov



Job Announcement: HR2020:58

Position Title: Cook

Advertising: Publicly

Immediate Supervisor: Dietary Manager

Department Director: Assisted Living Facility Administrator

Department: Senior Services

Division: Health & Elder Services

Employment Status: Non-Exempt

Position Type: Regular Full-Time

Mandatory Reporter: Yes

Background Check Required: Yes (child-sensitive)**

Opening Date: Monday, December 14, 2020

Closing Date: Monday, December 28, 2020 by 5:00 p.m.

Preference shall be given in accordance with the Title 33 (Tribal Employment Rights) of the Tribal Code/DFWP.

Overall Objectives of Position

The Cook is responsible for preparing food items in a timely manner for our Tribal seniors according to the printed menu. The Cook will exercise proper handling of food items, will maintain an organized work area, and will maintain order in all refrigeration and storage areas. This job description is not an all-inclusive list of the duties and responsibilities of this position. The Cook is expected to perform all duties and responsibilities necessary to meet the goals and objectives of applicable programs

The Cook is expected to live the Purpose and Values of the Poarch Band of Creek Indians and will go beyond the call of duty.

Primary Responsibilities of the Cook

- Ensures quality food is prepared and served.
- Tests cooked foods by tasting and smelling them.
- Ensures all station product is fresh and conforms to product specifications.
- Memorizes and executes recipes/specifications.
- Maintains needed inventory levels.
- Assumes special projects as needed.
- Performs other duties as assigned by appropriate person.

Day-to-day Responsibilities

- Prepares and assembles food onto dishes according to written specifications, adhering to quality standards.
- Slices, dices, and chops fruits, vegetables, cheeses and cooked meats, poultry and seafood.
- Prepares dressings, sauces, marinades, and hors d'oeuvres
- Demonstrates proper use of slicing machine, mixer and food processor when preparing foods according to standard recipes and specifications.
- Handles meat, seafood, poultry and produce according to proper food-handling procedures
- Reads and follows recipes/specifications and proper rotation for all products.
- Adheres to all sanitation standards in kitchen.
- Uses grill, broiler, convection oven, steamer, tilting kettle and steam jacket kettle to prepare foods according to standard recipes and specifications.
- Observes safety procedures; reports potentially unsafe conditions.
- Demonstrates accuracy and thoroughness. Looks for ways to improve and promote quality and applies feedback to improve performance. Monitors own work to ensure quality.
- Ensures meals are prepared and ready to serve out at specific times as set by the dietary manager.
- Willing to work independently or with team members to carry out the goals of the department.

Education/License/Certification and Experience Requirements

- High School diploma or equivalent required.
- Two (2) years employment experience in cooking required, preferably in a large setting.
- Must possess ServSafe Certification or obtain certification within one (1) year from date of hire in this position.

Skills Required

- Must be able slice, dice and chop fruits, vegetables, cheeses and cooked meats, poultry and seafood.
- Must be able to respond to visual and audio cues.
- Must be able to work independently and as part of a team; must be able to deal effectively with diverse departments and have flexibility to work in an ever-changing environment.
- Demonstrated ability to interpret and communicate, both verbally and in writing, and understand and carry out instructions furnished in written, oral, or diagram formats.
- Ability to calculate figures and amounts such as measurements, proportions, and volumes.
- Frequently required to stand; walk; use hands to finger, handle or feel; talk or hear and taste or smell; occasionally required to sit, reach with hands and arms and stoop, kneel, crouch, or crawl; occasionally lift and/or move up to 50 pounds. Occasionally exposed to hot, wet and/or humid (indoor) conditions, hot liquids and surfaces, and moderate noise levels.
- Must possess a high level of maturity, dependability, and punctuality.

Additional Requirements

- Ability to work odd and irregular hours, as needed.
- Must possess a valid state driver's license and insurable driving record according to Tribal insurance guidelines.
- Must meet successfully pass the required criminal and character background check.
- Ability to travel and participate in required training, leadership development, and other events.
- Ability to adequately and successfully perform all duties and responsibilities of this positions

Every applicant must complete an application provided by Human Resources. Human Resources is located in Building 500. A resume will not be accepted in the place of an application. **Complaints about the recruitment or selection process for employment should be directed in writing to the Human Resources Director of PCI Tribal Government.** ***Please note ALL individuals selected for employment are required to complete a background investigation. Individuals being placed in positions designated as child-sensitive or data-sensitive must successfully complete a background check prior to employment.*