



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: HR2020:57

Position Title: Kitchen/ Casual Helper

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 Kitchen/Casual Helper assists in the kitchen and ensures a high level of cleanliness in the kitchen/dining areas. The job description is not an all-inclusive list of the duties and responsibilities of this position. The Kitchen/Casual Helper is expected to perform all duties and responsibilities necessary to meet the goals and objectives of this program.

The Kitchen/Casual Helper 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 Kitchen/ Casual Helper

- Responsible for the timely delivery of homebound meals provided through the Senior Services Department.
- Ensures that the dining/kitchen areas are kept clean and well maintained.
- Ensures the physical condition of the kitchen/dining areas is maintained in a safe, healthy manner by performing cleaning tasks as assigned.
- Cleans the plate ware, glassware, cooking equipment and utensils involved with the food production and operation of the kitchen/dining areas.
- Assists with the preparation of food products as directed by the Culinary leadership team.
- Helps with serving meals.
- Performs other duties as assigned by appropriate person.

Day-to-day Responsibilities

- Slices, dices and chops fruits, vegetables, cheeses, meats, poultry and seafood
- Cleans and maintains the dish room and kitchen areas.
- Informs kitchen leadership of inventory/ supplies needed.
- Stores boxes of food items appropriated when delivered.
- Collects and disposes of waste from the kitchen/dining areas.
- Assists cooks by lifting and moving heavy pots and trays of food items.
- Moves dining room furniture (tables, chairs, etc.) for cleaning purposes.
- Delivers meals to SAIL Center approved homebound participants.
- Assists as needed with various activities for SAIL Center participants.

Education/License/Certification and Experience Requirements

- High School Diploma or equivalent required.

Skills Required

- Absolute confidentiality.
- Ability to provide all guest with superior customer service and provide any assistance when needed.
- Must possess a high level of maturity, dependability and punctuality.
- Demonstrated ability to communicate effectively.
- Must be friendly and courteous at all times.
- Ability to adhere to strict hygiene standards at all times.
- Must be people oriented and relate well to people from diverse backgrounds.
- Must be in good physical condition with the ability to sit, stand, walk, kneel, crouch, stoop, squat and twist for an extended period of time as well as climb, lift, hold and move objects weighing a minimum of fifty (50) pounds.

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 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 position.

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.*