



Inter-Tribal Council of Nevada, Inc.
Personnel Department
680 Greenbrae Drive Suite 265 • Sparks, NV 89431
Phone: 775-355-0600 Ext. 138 • Fax: 775-284-3407
www.itcn.org

JOB ANNOUNCEMENT

POSITION: COOK

DEPARTMENT: AoA Title VI Elder Nutrition Program

LOCATION: Ely Shoshone Tribal Senior Center – Ely, NV

SALARY: \$7.99 -\$13.10 per hour

STATUS: Non-Exempt, Part-Time (25 hours per week)

OPEN: May 17, 2017 **CLOSES:** May 31, 2017 (or until filled)

DEFINITION: Under the direct supervision and evaluation of the AoA Title VI Program Director, this position will be responsible for preparing and serving meals, maintaining a clean and sanitary kitchen, purchasing and storage of supplies, meal delivery to homebound clients in accordance with the AoA Title VI and USDA program guidelines.

DUTIES/RESPONSIBILITIES:

- Plans monthly menus & prepares meals according to AoA/USDA requirements with minimal waste and works from written menus & recipes for a varying number of people;
- Operates standard cooking equipment & utensils for quantity food preparation, and maintains all appliances in a clean, safe, and good working condition.
- Maintain the financial responsibility of credit cards, purchase orders, and receipts according to ITCN financial policies;
- Purchase and inventory of food within budgetary and meal requirements;
- Receives and properly stores food & supply items at the site;
- Ensures elders are served according to the recommended dietary guidelines in a pleasant environment and conversation which are suitable for meal time;
- Ensures the clean-up of the kitchen and dining areas after each meal service maintaining safety & sanitation standards at the site according to program guidelines;
- When necessary, will deliver meals to certified homebound Elders;
- Completes required daily, weekly, and monthly reports regarding menus, number of meals served, money collected, and supportive services performed;
- Distribution & collection of eligibility paperwork for congregate & home bound meal service and annual needs assessment survey;
- Work independently and make decisions concerning minor problems that may occur at the site;
- Exercise good judgment, courtesy & tactfulness in dealing with co-workers, Elders and community. Respond positively & constructively to common inquiries or complaints;
- Attend training, perform related work and supportive services as required to meet Title VI standards and regulations.

MINIMUM QUALIFICATIONS:

- Must possess a valid Nevada Driver's License and reliable transportation with the required state insurance coverage;
- High school diploma or GED;
- Possess or be able to obtain Food Handlers certification within 30 days of hire;
- Able to use a calculator & solve basic math calculations;
- Willing to occasionally travel for training/technical assistance;
- Basic computer literacy;
- Experience involving group food preparations or vocational training is desired.

PHYSICAL DEMANDS:

The physical demands described herein are represented of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The employee is regularly required to:

- Stand, reach with hands & arms, and talk or hear;
- Walk, sit, and use hands to handle or feel;
- Stoop, kneel, crouch, or crawl;
- Occasionally lift and/or move up to 45 pounds;
- Must have specific vision abilities required by this job to include: close vision, distance vision, peripheral vision, and depth perception.

HOW TO APPLY: Submit your completed application, resume, copies of degree/diploma, etc to the address below:

Inter-Tribal Council of Nevada, Inc.
Attention: Personnel Department
680 Greenbrae Drive Suite
284 Sparks, NV 89431
Fax: 775-284-3407
Email: personnel@itcn.org

The Inter-Tribal Council of Nevada, Inc. promotes and maintains a drug free workplace. All individuals accepting employment with ITCN may be subject to a pre-employment drug screen and criminal background check. ITCN offers a comprehensive benefits package to eligible full-time employees including: employer paid medical, dental, vision & life insurance, paid vacation & sick leave, 12 paid holidays per year, and opportunities for training and career advancement.

Preference in filling vacancies will be given to qualified Native American candidates in accordance with the Indian Preference Act (Title 25, U.S. Code Section 472 & 473). However, the Inter-Tribal Council of Nevada, Inc. is an equal opportunity employer and will consider all qualified applicants in accordance with the provisions set forth in Section 703(l) of the Civil Rights Act of 1964, as amended in 1991.