



SWINOMISH INDIAN TRIBAL COMMUNITY

11404 Moorage Way
La Conner, Washington, 98257-0817
Phone (360) 466.3163 | Fax (360) 466.5309

JOB ANNOUNCEMENT

COOK'S AIDE – SENIOR CENTER

SALARY: D.O.E.

CLOSES: 1/28/2016

27.5 hours per week M-TH

GENERAL FUNCTION

Under general supervision plans, prepares and cooks meals and oversees serving and clean up at the Swinomish Tribal Community Senior Center. This position takes direction from the Senior Center Director.

REPRESENTATIVE DUTIES AND RESPONSIBILITIES

This list is intended only to illustrate the various types of work that may be performed. The omission of specific statements does not exclude them from the position if the work is similar, related or logical assignment to the position.

- Assist cook in preparation of daily hot meals.
- Set up dining area.
- Assist with transportation of elders to/from meals and other special events.
- Clean dining and cooking area.
- Deliver hot meals to homebound people.
- Perform other duties as assigned by Head Cook and Coordinator.

OTHER DUTIES

Because of the Tribe's commitment to community service and the well-being of its members, each employee may be expected to perform a wide range of office and field duties from time to time. Such duties may or may not be related to their regular responsibilities.

WORKING CONDITIONS

The working conditions described here are representative of those that must be met by an employee to successfully perform the essential duties of this class.

While performing the duties of this job, the employee is frequently required to stand, bend, reach, and lift, push or pull objects weighing up to 50 lbs. The employee is frequently exposed to high temperatures and liquids while cooking. The employee is occasionally exposed to freezing temperatures while storing and retrieving food from cold storage. The employee is occasionally required to walk, sit and talk or hear; and use hands to operate, finger, handle, or feel objects, tools, or controls.

The noise level in the work environment is usually moderately quiet.

KNOWLEDGE AND SKILLS (ENTRY REQUIREMENTS)

Knowledge of:

- Food planning and preparation and cooking
- Food service equipment
- Basic nutritional guidelines

Skill in:

- Cooking, baking and serving high-quality, nutritious meals
- Cooking and baking for Diabetics
- Working as a team member

MINIMUM REQUIREMENTS

- High school Diploma or equivalent
- Must have a valid driver's license
- Must have valid food handler's permit
- Must pass a background check
- Must pass drug test

Special Requirements

A valid Washington State driver's license is required at time of appointment or at a time set by the Personnel Committee and/or Director.

EMPLOYMENT CONDITIONS

The Swinomish Tribal Community Policies apply to all employees. Employees in this classification are considered non-exempt.

Application Instructions

- Request an Swinomish Tribal Community Application by calling (360) 466-1216, (360) 466-7353 or e-mail to aiedwards@swinomish.nsn.us
- Complete the Swinomish Tribal Community application form; **do not write, "See Resume"** on the application.

- Return the completed application to Human Resource Office by 5:00pm on January 28, 2016

Swinomish Tribal Community
Human Resource Office
11404 Moorage Way
LaConner, WA. 98257
Fax; 360-466-1348

Consistent with practices on federally recognized Indian Tribes, Native American hiring preference may apply. The policies of the Swinomish Tribal Community apply to all employees. All offers of employment are contingent on the successful completion of a drug and alcohol screening. This position involves regular contact with or supervision over Indian children and a successful applicant must meet minimum standards of character based on a background check.