

## **JOB ANNOUNCEMENT**

**POSITION:** Food Services Assistant  
**PROGRAM:** Senior Citizens  
**SUPERVISOR:** Food Services Cook  
**DIVISION:** Tribal Programs Administration  
**SALARY RANGE:** Grade: 9; \$13.28 Hr.  
**BUDGET LINE ITEM:** 20-3000-9017-23-6000  
**CLASSIFICATION:** Non-Exempt  
**LOCATION:** Owyhee, Nevada

**OPENS: September 7, 2023**

**CLOSES: Open Until Filled**

**SPECIFICATIONS:** All applications must be fully completed. Any incomplete, undated or unsigned applications will not be processed (Do not refer to the resume in lieu of making required comments on the application). Please attach all required documentation as specified in the Job Announcement. **Failure to attach required documents will disqualify you from consideration for this position.** Employment Applications are available at the Human Resource Department. Any questions regarding this position is to be directed to the Human Resource Department at the above listed telephone number.

Preference for filling vacancies will be given to qualified Indian Applicants in accordance with the Indian Preference Act (Title 25 U.S. Code, Section 472 and 473). However, the Shoshone-Paiute Tribes is an equal opportunity employer and all qualified applicants will be considered in accordance with the provisions of Section 703 (l) of the Title VII of the Civil Rights Act of 1964, as amended.

**The Shoshone-Paiute Tribes application form for employment must be received by the Human Resources Office by 5:00 PM of the closing date of this job announcement.**

All Interview notifications will be made by certified mail. It is your responsibility to notify Human Resources if your mailing address and/or phone number changes.

In accordance with Shoshone-Paiute Tribes' Resolution No. 00-SPR-31, all new employees are required to pass a pre-employment drug/alcohol test.

**THE SHOSHONE-PAIUTE TRIBES RESERVES THE RIGHT TO CONDUCT BACKGROUND CHECKS ON ALL NEW EMPLOYEES. In accordance with Shoshone-Paiute Tribes' Resolution No. 95-SPR-135**

### **SPECIAL CONSIDERATIONS:**

This position is subject to random drug testing and a background check as a condition of employment. This individual operates Tribal vehicles and equipment on a regular basis. This person comes into close contact with children and seniors in the course of delivering services to the community. This individual works in hazardous environments (machinery, electricity, chemicals).

**JOB SUMMARY:**

Under the direct supervision of the Senior Citizen Program Coordinator, the incumbent will be responsible for preparing food, following menus accurately and for the proper cleaning/sanitation of soiled dishes, pots and pans. Will also be responsible for serving the elders lunch, breakfast and prepare means for the homebound clients. In the absence of the cook will prepare and cook meals. At times be required to drive van to deliver meals to homebound elders.

**DUTIES AND RESPONSIBILITIES:**

Prepares salads and desserts in accordance to meal menus.

Participates in meeting functions.

Complies with established Quality Improvement standards.

Complies with established Infection Control standards.

Complies with established safety functions and requirements.

Helps restock and maintain inventory levels to insure proper supplies for department function.

Cleans own work areas, equipment used, walls, cabinets, storage areas, and other areas assigned in accordance with established procedures.

Washes cookware using approved procedures.

Will shop for and help unload groceries, storing them in appropriate locations.

Answers the telephone.

Accepts and performs other duties as directed by the immediate supervisor.

Assist with end of the weeks clean-up.

**KNOWLEDGE, SKILLS AND ABILITIES:**

Ability to follow written and oral instructions.

Ability to communicate with employees, elders, and public in an effective manner.

Ability to stand, stoop, lift moderate weights, and pull and push items.

**MINIMUM QUALIFICATIONS:**

High School Diploma or GED is required. Up to two (2) years of institutional cooking.

Must possess an Idaho or Nevada Driver's License.

**PREFERRED:**

Food Handlers license

Two years of experience