



P. Q. A  
**Choctaw Health Center**

Nutrition and Dietary  
210 Hospital Circle  
Choctaw, MS 39350-6781  
601-389-4136

**JOB ANNOUNCEMENT# 181125**

Position Title: Food Service Worker  
Salary: Grade 7  
Supervisor: Dietary Manager  
Job Location: Choctaw Health Center  
Type of Employment: Regular Full-Time/Non-Exempt/Essential  
Opening date: **SEPTEMBER 12, 2018 SEP 12 2018**  
Closing date: **SEPTEMBER 26, 2018 OR UNTIL FILLED**

**Scope of Service and Effect:**

***Mission Statement:** The Mission of The Choctaw Health Center is to raise the health status of the Choctaw People to the highest level possible.*

***Vision Statement:** Our vision is to achieve a health community through holistic health services in a culturally sensitive environment, in partnership with satisfied customers, dedicated employees, and the Choctaw Community.*

The Choctaw Health Center is a 20 bed hospital centrally located in Choctaw, Mississippi off of State Highway 16 on the Mississippi Band of Choctaw Indian Reservation. The Tribe consists of 8 communities: Bogue Chitto, Bogue Homa, Conehatta, Crystal Ridge, Pearl River, Red Water, Standing Pine and Tucker. It serves approximately 10,000 members of the tribe's population across a 10 county area in Central Mississippi. It is an 180,000 square foot comprehensive health care center with 3 satellite clinics located in the Choctaw communities of Bogue Chitto, Conehatta, and Red Water.

The food service worker performs a variety of tasks such as sweeping and washing floors, and keeping refrigerators and storerooms clean and neat. This position is responsible for daily cleaning of dishes, pots and pans, and other food service equipment. This position works in the dishwashing area and assists in tray assembly and food transportation.

The Food Service worker is ultimately responsible to the Director of Dietary and Nutrition Services as head of the department and for day-to-day working supervision, will receive guidance from the Dietary Manager and cooks.

### **RESPONSIBILITIES AND DUTIES:**

1. Loads and unloads dishwashing machine. Maintains water and detergent levels in the dishwasher, removes strainer pans, inspects doors, etc. for proper cleaning of dishwasher inside and out. Removes calcium deposit as required.
2. Performs basic food preparation such as salads, desserts, beverages.
3. Assembles meal trays and delivers to inpatient unit.
4. Maintains cleanliness of work area, dish-machine tables, and food carts. Disposes of garbage, cleans and sanitizes garbage cans, and handles any necessary linen according to correct procedure or instruction. Must be able to pull out and lift the heavy garbage bags.
5. Performs any other duties as assigned by cooks and/or Dietary Manager including substituting for cooks and cashier as needed.
6. The employee provides meals and services for patients/clients in the following age groups: infants, children, adolescents, adults and geriatrics, and demonstrates proficiency in meeting the needs of the variety of patients served.
7. The employee recognizes the psycho-social, cultural and age related uniqueness of the patients/clients served and demonstrates the ability to provide quality service to each patient.

### **WORK ENVIRONMENT:**

Work is performed in a clean, well-lighted kitchen. Work area is often uncomfortably warm and noisy. Potential exposure to minor cuts, bruises, burns, and scalds. There is potential danger of slipping on floors which are wet from daily mopping or where food or beverages have been spilled.

### **HOURS WORKED**

Must be able to work rotating shifts. Work schedule will cover 40 hours per week. Tribal personnel policies apply for holidays, overtime, and time off. Will be required to work some weekends and holidays.

## PHYSICAL DEMANDS:

Frequently lifts or moves objects weighing up to 30 pounds. Constantly standing or walking. Occasional lifting of up to 50 pounds. Employee must be able to push meal cart

## QUALIFICATIONS:

8. High school diploma or equivalent such as GED certificate. (**Attach copy to application**)
9. Must be able to work from written or oral instructions, follow established policies and procedures and standard work practices for a dietary unit.
10. Must be able to work rotating shifts.
11. Must be able to read and write English.
12. Previous experience in food service desirable.
13. Must have a valid MS driver's license and automobile liability insurance. (**Attach copy of each to application**)
14. Must comply with established dress code.
15. Good personal hygiene must be followed.
16. Must complete criminal background investigation and pass pre-employment drug screening.

In accordance with the Choctaw Health Center Employee Health Program, a pre-employment physical examination is required and an annual physical examination during employment at CHC.

**\*\*\*CHOCTAW HEALTH CENTER PROPERTIES ARE TOBACCO FREE\*\*\***

**NOTE:** The Administrative Personnel Policy and Procedures of the Mississippi Band of Choctaw Indian, Native American Preference, Section II (A), have been revised and approved as follows:

Further bolstering this Native American preference to promote employment of MBCI members, it is the policy of MBCI to employ person (s) who are not members of MBCI only when no qualified member of MBCI, who has applied for the position, can be trained or upgraded to fill a given job vacancy within a reasonable period of time at a reasonable cost, and then only when a Waiver of Native American Preference has been secured from the Committee on Human Resources, Training, and Development on a case-by-case basis.

The authority to waive Native American Preference laws can only be exercised by the Committee on Human Resources, Training, and Development. The Committee will exercise its discretion to do so only when a motion is made by a committee member to support such waiver and the Committee determines by reviewing the facts and appropriate written documentation that a waiver is justified. A waiver to allow the

employment of a person who is not a member of MBCI, or to employ a person who is Native American outside the order of preference set forth in this Policy, can be made by the Committee only for as long as the person who is granted the waiver remains in the position for which the waiver was granted. That waiver does not apply to other openings which the person who is granted the waiver may request a promotion or transfer for, or apply for. The Committee only has the right to approve or disapprove a waiver that has been requested by the Executive Branch supervisors, and has no right to direct, demand, or coerce any executive Branch supervisor or personnel that any specific applicant other than the one for which waiver is sought, be employed. Supervisors who do not follow the Native American Preference Policy are subject to disciplinary action up to termination.

**IF INTERESTED, SEND APPLICATION TO:**

Mississippi Band of Choctaw Indians  
Human Resources  
P. O. Box 6033, Choctaw Branch  
Choctaw, MS 39350