



## Choctaw Health Center

Nutrition and Dietary  
210 Hospital Circle  
Choctaw, MS 39350-6781  
601.389.4136

### JOB ANNOUNCEMENT #181125

**POSITION:** Food Service Worker

**SALARY:** Grade 7

**SUPERVISOR:** Dietary Manager

**JOB LOCATION:** Choctaw Health Center-Dietary

**TYPE OF EMPLOYMENT:** Temporary Casual/Essential/Non-Exempt

**Opening Date:** **NOVEMBER 30, 2020** **NOV 30 2020**

**Closing Date:** **DECEMBER 14, 2020 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 centrally located in Choctaw, Mississippi off State Highway 16W 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. The facility is a 180,000 square foot comprehensive health care center with 3 satellite clinics located in the Choctaw communities of Bogue Chitto, Conehatta, and Red Water. This is a temporary position for 6 months to assist in additional staffing needs during the COVID-19 pandemic.

This position performs a variety of tasks such as sweeping and washing floors, keeping refrigerators and storerooms clean and in order. Other duties include daily cleaning of ranges, kettles, carts, pots and pans, and other food service equipment. This position works in the dishwashing unit and assists in tray assembly and food transportation. The food service worker also performs other tasks as assigned by the cook or Dietary Manager. This position will be trained to fill-in as cook and/or cashier as needed.

## **DUTIES AND RESPONSIBILITIES:**

1. Loads and unloads dishwashing machine. Maintains water and detergent levels in the dishwasher, removes strainer pans, inspects doors, etc. for proper cleaning of dishwater inside and out.
2. In the food preparation area performs the following:
  - a. Makes coffee in urns according to number of servings desired, with responsibility for timing and brewing.
  - b. Makes a variety of fruit and vegetable salads
  - c. Will assist in preparation of food as needed.
  - d. Follow food handling practices in accordance with sanitary standards.
  - e. May be requested to cook side orders and/or desserts.
  - f. May be asked to substitute for cooks.
  - g. Responsible for lifting chairs to stack, pushing tables, sweeping and mopping the entire kitchen area
3. In the serving area, performs the following:
  - a. Must know what types of foods to serve on the most common modified diets
  - b. Takes tray cart to patient area. Returns to patient area to pick up and return trays to the Dietary Department. (Must be able to push the food cart which is on wheels)
  - d. Will assist in setting up cafeteria lines, serving food to personnel and visitor and/or serving as cashiers in the hospital cafeteria.
  - e. Assists in putting away food deliveries in freezer, refrigerator and dry storeroom (must be able to lift up to 50 pounds).
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). Mops kitchen, dining area, and service area.
5. Performs any other duties as assigned by cooks and/or Dietary Manager including filling in for cook and/or 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 will be in well-lighted kitchen within CHC. Work schedule will be prn as needed up to 32 hours per week.

## **PHYSICAL DEMANDS:**

Frequently lifts or moves objects weighing up to 30 pounds. Constantly standing or walking with occasionally lifting of up to 50 pounds.

## **QUALIFICATIONS:**

1. Must have dependable transportation and working telephone.
2. Successful completion of criminal background investigation and must pass a pre-employment drug test.
3. High school diploma or equivalent such as GED certificate and photo ID..  
(ATTACH COPY/PROOF TO APPLICATION)
4. Must be able to work from written or oral instructions, follow established policies and procedures and standard work practices for a dietary unit.
5. Must be able to work rotating shifts.
6. Must be able to read and write English.
7. Previous experience in food service desirable.
8. Must be in good physical health (physical required upon employment).
9. Must comply with established dress code. Uniform top is provided.
10. Good personal hygiene must be followed.

In accordance with the Choctaw Health Center Employee Health Program, pre-employment physical examination is required and an annual exam is required while employed.

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

**NOTE: The Administrative Personnel Policy & Procedures of the Mississippi Band of Choctaw Indians, 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 persons(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 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 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.

### **IF INTERESTED, SEND APPLICATION TO:**

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