



## Choctaw Health Center

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

### JOB ANNOUNCEMENT #093125

Position Title: Cook  
Salary: Grade 8  
Supervisor: Dietary Manager  
Job Location: Choctaw Health Center  
Type of Employment: Temporary Casual/Essential/Non-exempt  
Opening Date: **NOVEMBER 10, 2020** NOV 10 2020  
Closing Date: **NOVEMBER 24, 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.

The cook is responsible for preparation and services of foods for all patients and personnel. Supervises and instructs other food service personnel as required. The cook is responsible for maintaining high standards of quality food production and portion control, using standardized recipes. This position is also responsible for appropriate

quantities of food needed to meet menu requirements; and may requisition food and supplies. This position is supervised by the dietary manager and falls under the overall supervision of the director of nutrition and dietary.

### **DUTIES AND RESPONSIBILITIES:**

1. Preparation of all foods in sufficient quantities to cover all service requirements, timing preparation to meet service schedules, and food handling in accordance with sanitary standards.
2. Schedules food preparation and cooking to have regular menu items and modified menu items ready for serving at meal time.
3. Follows and prepares food production schedule provided by Dietary Manager and practices advance planning to ensure correct food items are available according to the menus. Follows menus provided, making changes only with the consent of the supervisor.
4. Follows policies for inpatient meal service and therapeutic diet guidelines.
5. Records temperatures of foods and equipment daily as instructed by dietary manager.
6. When necessary, receives, checks, and properly stores food deliveries promptly.
7. Provides guidance to Cooks and Food Service Workers involved in food preparation and service.
8. Must exercise good judgment and be able to make mature decisions in dealing with other food service personnel.
9. Must maintain an overall knowledge of the functions of the Dietary Department to effectively supervise activities when designated cook in charge.
10. In the absence of the Dietary Manager, must assume responsibilities including supervision of staff, grocery orders, etc.
11. Keeps refrigerators and freezers and other fixtures and furnishings in the kitchen and dining area clean and in order.
12. Assist with the on-the-job training of new employees supervises food service workers.
13. Checks equipment and cooking area often to make sure all maintenance, safety and sanitation requirements are met. Reports repair and maintenance needs to supervisor.
14. 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.
15. 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.
16. Promotes a positive work environment by having a positive attitude, being cooperative and friendly to co-workers, employees, and customers.
17. Performs other duties as assigned.
18. May be required to operate the cash register for the sale of food.
19. May be required to help wash pots and pans and to clean equipment.

## **Work Environment**

Works in well-lighted, vented, and heated kitchen area. Must be able to withstand heat while working around stoves and ovens. Must be cautious while working with kitchen equipment to avoid cuts and burns and while working on wet and slippery floors to avoid falls. Hours will be scheduled as needed up to 32 hours per week.

## **Physical Demands:**

Occasional lifting items up to 30 pounds.

## **QUALIFICATIONS:**

1. High school diploma or equivalent such as GED certificate required. (**Attach copy/proof**)
2. Must be able to work from written or oral instructions, follow established policies and procedures and standard work practices for a dietary unit.
3. Must be able to work rotating shifts.
4. Must be able to read and write English.
5. Previous experience in food service required. Must be thoroughly familiar with food and preparation methods.
6. Must be in good physical health (physical required upon employment).
7. Must comply with established dress code. Uniform top provided.
8. Good personal hygiene must be followed.
9. Successful completion of criminal background check and pre-employment drug screen.
10. Must have reliable transportation and a working telephone number.
11. Photo ID is required. (**Attach to application**)

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 & 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