



# Choctaw Health Center

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

## JOB ANNOUNCEMENT #064125

**POSITION TITLE:** Cashier

**SALARY:** Tribal Pay Scale Grade 7

**SUPERVISOR:** Dietary Manager

**JOB LOCATION:** Choctaw Health Center

**TYPE OF EMPLOYMENT:** Regular Full Time/Non-Exempt/Essential

Opening Date: **SEPTEMBER 01, 2022** SEP 01 2022

Closing Date: **SEPTEMBER 15, 2022 OR UNTIL FILLED**

***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 State Highway 16 West on the Mississippi Band of Choctaw Indian Reservation. The Tribe consists of eight communities: Bogue Chitto, Bogue Homa, Conehatta, Crystal Ridge, Pearl River, Red Water, Standing Pine, and Tucker. It serves approximately 11,000+ members of the tribe's population across ten county area in central Mississippi. It is a 180,000 square foot comprehensive health care center with three satellite clinics located in the Choctaw communities of Bogue Chitto, Conehatta, and Red Water.

### **Scope of Service and Effect:**

The cashier is responsible for meal sales and record keeping of all transactions relating to meal sales in the Shoti Cafe. This position is responsible for all money taken in from meal sales which is to be submitted to tribal finance daily. The cashier performs other activities

relating to meal services as requested. guidelines are met by the department.

**Responsibilities and Duties:**

- 1) Assists with monthly/daily employee work schedules as requested.
- 2) Cashier for transactions relating to daily meal sales.
- 3) Maintains an accurate log of all meal sales.
- 4) Submits all money to a designated employee which is to be turned in daily to Tribal Finance. Is responsible for all money collected and keeps receipts of all money that is turned in.
- 5) Helps in the preparations of tray cards if needed.
- 6) May be called upon to supervise dietary employees in the Dietary Manager's or cook's absence.
- 7) Responsible for stocking cups, cutlery, and condiments in dining area as needed.
- 8) Answers the phone and deals with various phone correspondences during the day which includes, but is not limited to, answering employee and guest questions about food cost and availability.
- 9) Demonstrates good customer service skills and a friendly and positive demeanor.
- 10) Keeps the grab-and-go cooler and snack items stocked and is responsible for rotation of food.
- 11) Keeps all tables and food service areas clean.
- 12) Sweeps floors in the dining/service area and cleans spills and assists with mopping the dining room and food service area.
- 13) Assists Dietary Manager with monthly record keeping and reports as needed.
- 14) Keeps the grab-and-go area and serving area clean and neat.
- 15) Helps serve meals to customers as needed.
- 16) The employee provides services to 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.
- 17) The employee recognizes the psychosocial, cultural, and age-related uniqueness of the patients/clients served and demonstrates the ability to provide quality service to each patient.
- 18) Any other duties as assigned by supervisor to cover department.
- 19) May be asked to work other positions as needed to cover department

**Hours Worked:**

This is an essential position. Incumbent will work to cover department Monday-Friday for 40 hours per week.

**Work Environment:**

Works in clean and well-lighted area. May work in well-lighted, vented, and heated kitchen area as needed.

**Physical Demands:**

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

**Job Hazards:**

Some possible hazards include working with cleaning chemicals.

Possible Expose to communicable diseases in hospital setting.

**Qualifications:**

1. High school diploma or GED certificate. (Attach copy to application).
2. Must be able to follow written and oral instructions and make simple calculations.
3. Must be able to run a cash register and calculator.
4. Must be friendly and personable and demonstrate good customer service skills.
5. Uniform is required according to established dress code. A uniform top is provided.
6. Must have dependable transportation and working telephone.
7. Successful completion of background check and drug screen prior to employment.
8. Candidates will be required to show proof of being fully vaccinated against COVID-19 virus; either 2 doses of the Pfizer or Moderna vaccines, or the 1-dose J & J vaccine. A copy of the vaccination card, or a copy of a medical exemption, which confirms the recognized clinical contraindications to COVID-19 vaccines from the applicant's licensed provider certifying the applicant is excluded from receiving the vaccine is required to be attached to the employment application.

**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 up 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