



Choctaw Health Center

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

Job Announcement #: 093125

POSITION TITLE: Cook

SALARY: Tribal Pay Scale Grade 8

SUPERVISOR: Dietary Manager

JOB LOCATION: Choctaw Health Center

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

Opening Date: JULY 14, 2023 **JUL 14 2023**

Closing Date: JULY 28, 2023 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 of 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 areas 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 cook is responsible for preparation and services of food 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

Cook

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.

Responsibilities and Duties:

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 mealtime.
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. Follow 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 other 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.

Hours Worked:

This is an essential position. Incumbent will work to cover department for 40 hours per week including weekends and holidays.

Work Environment:

Works in a well-lighted, vented, and heated kitchen.

Physical Demands:

Constant standing or walking with occasionally lifting of up to 30 pounds. Works in a 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.

Job Hazards:

Some possible hazards include working with cleaning chemicals, lifting, and walking/standing most of the workday.

Possible Expose to communicable diseases in hospital setting.

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.

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