



DEPARTMENT OF FAMILY AND
COMMUNITY SERVICES

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MISSISSIPPI BAND OF CHOCTAW INDIANS
P. O. BOX 6010
CHOCTAW, MS 39350

Elderly Nutrition Program

Job Announcement #022078

Position Title: Assistant Cook

Salary: **NEGOTIABLE**

Opening Date: **SEPTEMBER 05, 2023** SEP 05 2023

Closing Date: **SEPTEMBER 19, 2023**

Supervisor: Food Service Supervisor

Job Location: Elderly Activity Center

Type of Employment: Regular Full-Time

SCOPE OF SERVICES:

The Assistant Cook will assist the cooks in maintaining the operation of the Elderly Nutrition Program. The Assistant Cook will be totally responsible for the day-to-day operation of the food program and all facets of it.

DUTIES AND RESPONSIBILITIES

1. The planning, preparation and serving of meals at the Elderly Nutrition Center to Elders and those who receive home- delivered meals.
2. Making list of groceries and supplies for the Elderly Nutrition Program meals services.
3. Operates and maintains all kitchen and dining room furniture and equipment in a safe and responsible manner.
4. Maintains records on the menu, number of participants served, and the amount of food served at each meal.
5. Take monthly and yearly inventories of all food, supplies and equipment on hand.
6. Report needed equipment and supplies to the Food Service Supervisor.
7. Cleanliness and maintenance of the kitchen equipment.
8. Attending all in-service and staff meeting as directed by the Food Service Supervisor.
9. Check in all groceries and supplies.
10. Proper storage and handling of all food substances in the kitchen.
11. To work with other adults at the Nutrition Center in a cooperative manner.
12. Keep records of meal served both congregate and home-delivery meals and amount of food cooked at each meal.
13. Sweep and mop dining room and kitchen.

"CHOCTAW SELF-DETERMINATION"

14. Be able to lift heavy pots and pans from the stove to the food warmer daily.
15. Be able to lift heavy boxes when storing food to proper places.
16. Assist in the proper use, storage, and handling of all chemicals needed for operating the food service program, including cleaners, detergents, etc.
17. Other duties as assigned by the Food Service Supervisor or Program Manager.

Work Environment:

Work is performed primarily at the Elderly Activity Center but could be required at other locations on the Reservation.

Physical Demand:

Must be able to maneuver, reach and stoop in the kitchen area to reach essential food supplies, and equipment, lift pots and pans from storage area to stove, warmer and dishwashing service, and be able to lift boxes of food and supplies to their proper storage places.

Qualifications:

1. High School Diploma or GED Certificate.
2. Previous experience in food service desirable.
3. Must be able to work from written or oral instructions, established policies and procedures, and standard work practices.
4. Must have dependable transportation, a valid Mississippi driver's license and liability insurance as required by law.
5. Must obtain physical examination and health card upon initial hiring and must renew on a yearly basis.
6. Must follow good personal hygiene practices.
7. Must submit to a background check as required by Tribal policy and practice.

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 to 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 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 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