

# TITLE III CONGREGATE MEALS COOK

## Position Announcement

(OPEN)

### JOB SUMMARY:

This position provides nutritious meals to older adults in a congregate setting, containing at least 1/3 of the recommended dietary allowance for an individual, along with nutrition education. This service helps to increase the nutrient intake of participants to prevent or reduce the risk of chronic diseases, preserve and promote health, and improve nutritional status.

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<b>TITLE:</b>	Congregate Meals Cook
<b>DEPARTMENT:</b>	Elderly Programs
<b>SUPERVISOR:</b>	Tribal Administrator
<b>OPENS:</b>	July 19, 2017
<b>CLOSES:</b>	Until Filled
<b>STATUS:</b>	30 Hours per week/Benefits after 90 days
<b>SALARY:</b>	\$10 hourly

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### DUTIES & RESPONSIBILITIES:

#### Meal planning:

- Develop cycle (six week) menus to be rotated on a semi-annual basis
- Incorporate ethnic and cultural preferences of participants when planning menus; get advice and input from a dietitian and meal participants
- Each meal must contain a specified number of calories as defined in policy and procedures
- Plan menus that reduce the frequent use of foods high in sugar, salt, and saturated fats

#### Meal preparation and service:

- Prepare meals and adhere to menus as written; substitutions only when necessary and select from the same food group; menus for holidays and special occasions must meet menu requirements
- Purchase food from approved sources, such as grocery stores and food vendors
- Prepare and serve meals for persons needing diabetic or sodium-restricted diets, etc.
- Post menus and document the number of meals provided each month
- Develop and implement an emergency plan to be used when a meal cannot be prepared or is unsuitable for consumption

#### Nutrition education:

- Plan, develop, and implement nutrition education program that includes at least two sessions/activities each quarter; sessions/activities need to encourage social interaction

Write monthly, quarterly, and annual reports.

### MINIMUM QUALIFICATIONS:

- Must have knowledge of how to plan and cook nutritious meals
- Must have or acquire a food handler's permit and current First Aid/CPR certification
- Ability to budget food expenditures and be cost effective when planning and purchasing food
- Must be able to work with little or no supervision
- Ability to use equipment, such as ovens, stoves, fridges, freezers, and kitchen instruments
- Must provide three (3) references, non-family members, upon hire
- Ability to use a computer, write reports, and keep accurate records – use of Microsoft Word and Excel
- Must have a high school diploma or GED, clean driving record, pass a fingerprint background check according to P.L. 101-630 standards and a pre-employment drug test

**CONFIDENTIALITY:**

The employee will be required to sign a confidentiality agreement. Violation of this agreement can result in immediate dismissal.

**DRUG-FREE WORKPLACE POLICY:**

The Kaibab Paiute Tribe is committed to providing a drug-free workplace for its employees, volunteers and the community it serves. By Kaibab Paiute Tribe policy, this position requires pre-employment drug testing.

Employment applications are available online at [www.kaibabpaiute-nsn.gov](http://www.kaibabpaiute-nsn.gov) or at the Tribal Affairs Building located on 1 North Pipe Springs Road Fredonia, AZ 86022. Interested applicants must return completed applications for consideration. For more information, contact the Human Resource Director at (928) 643-7245. **Only completed applications will be accepted.** All applications must have a copy of the following to be considered: requested education requirement verifications, driver's license, 36 month driving record and two completed fingerprint cards (available at the Human Resource Office).

THE KAIBAB PAIUTE TRIBE IS AN EQUAL OPPORTUNITY EMPLOYER AND  
ADHERES TO THE INDIAN PREFERENCE ACT