



**Muscogee (Creek) Nation**  
**Human Resource Management Services**

Employee Requisition

PO BOX 580  
 OKMULGEE, OK 74447  
 Telephone (918) 732-7827  
 Toll-Free (800) 482-1979  
 Fax (918) 756-2284

Submitted Date 10/24/2018	Employee Requisition Number	<b>JOB OPPORTUNITY</b>	
Title/Position: <b>COOKAIDE/DRIVER</b>			
Pay Grade SG 6	Salary Range \$21,112-25,916	Classification Full Time	
Department: ELDERLY NUTRITION	Location: Okmulgee	Location Code: 901	FT/PT 1-Full Time

**COMPLETED EMPLOYMENT APPLICATION IS REQUIRED.**  
**MUSCOGEE (CREEK) AND INDIAN PREFERENCE.**

General Summary:	Works under the supervision of the Head Cook while performing a full range of cooking procedures for the participants of the Elderly Nutrition Program.
Principal Duties and Responsibilities:	<ol style="list-style-type: none"> <li>1. Assists the Head Cook in scheduling food preparation and cooking to have all items ready for service at the specified time.</li> <li>2. Assist in preparing and cooking food for the participants of the Elderly Nutrition Program.</li> <li>3. Deliver meals to eligible homebound elder participants.</li> <li>4. Provides support services to participants such as assisting elderly participants with simple chores in their homes while delivering meals.</li> <li>5. Maintain required reports and data.</li> <li>6. When workload requires, pre-rinses and washes dishes, glasses, silverware, trays, and cooking utensils.</li> <li>7. Maintains high personal hygiene standards and all required safe food handling practices. When necessary, participates in maintaining the cleaning schedule of equipment and food storage areas. Ensures that established sanitation and safety standards are maintained.</li> <li>8. When designated for delivery; receives, checks and properly stores and delivers food promptly, and maintains a record of inventory control.</li> <li>9. Performs other duties as required.</li> </ol>
Minimum Requirements:	High School Diploma or GED. Knowledge of food preparation on a large scale.
Preferred Requirements:	Associate Degree with emphasis in nutrition or closely related field.
Valid Oklahoma Driver's License required?	Yes
Please list any additional licenses required:	Must possess a valid Food Handler's Permit, Driver's License and must be insurable.

**Competencies:**



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- Customer Service:** Responds promptly to customer needs.
- Interpersonal Skills:** Maintains confidentiality; Keeps emotions under control.
- Oral Communication:** Speaks clearly and persuasively in positive or negative situations; Participates in meetings.
- Written Communication:** Writes clearly and informatively; Able to read and interpret written information.
- Teamwork:** Balances team and individual responsibilities.
- Visionary Leadership:** Inspires respect and trust.
- Ethics:** Treats people with respect; Keeps commitments; inspires the trust of others; Works with integrity and ethically; Upholds organizational values.
- Organizational Support:** Follows policies and procedures; Supports organization's goals and values.
- Quality:** Demonstrates accuracy and thoroughness.
- Quantity:** Completes work in timely manner.
- Safety and Security:** Observes safety and security procedures.
- Attendance/Punctuality:** Is consistently at work and on time; Ensures work responsibilities are covered when absent; Arrives at meetings and appointments on time.
- Dependability:** Follows instructions, responds to management direction.

#### Physical Demands:

While performing the duties of this Job, the employee must regularly lift and /or move up to 10 pounds and occasionally lift and/or move:  Up to 50 lbs.  Up to 100 lbs.  Over 100 lbs.  
 Physical Exam Required

#### Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing essential functions of this job.

While performing the duties of this Job, the employee is regularly exposed:

- Fumes or airborne particles
- Outside weather conditions
- Toxic or caustic chemicals
- Risk of electrical shock
- Vibration
- Loud Noise

#### Disclaimer:

The above statements are intended to describe the general nature and level of work being performed by people assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

#### Public Relations:

Important attributes of any employee of the Muscogee Nation, along with the official performance of duties, are personal appearance and public relations. Each employee is expected to make every effort to be well-informed about the institution, pleasant, courteous and cooperative, and to act in a manner to command respect of co-workers and all other personnel. An optimistic attitude, patience and tolerance will help each employee in nearly all situations at the institution.