



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 05/07/2019	Employee Requisition Number ER-19163	JOB OPPORTUNITY	
Title/Position: HEAD COOK			
Pay Grade SG 7	Salary Range \$22,380-29,161	Classification Full Time	
Department: ELDERLY NUTRITION	Location: Coweta	Location Code: 901	FT/PT 1-Full Time

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

General Summary:	As a member of the Kitchen Staff of the assigned facility within the Elderly Nutrition Program, the purpose of the position is to perform a full range of cooking procedures for the citizens of the community served. This includes the complete operations of the kitchen. This is a full-time position
Principal Duties and Responsibilities:	<ol style="list-style-type: none"> 1. Following the cycle menu, expected customers, number of personnel and guest meals; plans the quantity of food to be prepared. Standardized recipes are used at all time and adjustments are made based on the number of servings needed. Prepares and cooks food to preserve the nutritive value, color, palatability and acceptability to the clients/participants in the Elderly Nutrition Program. 2. Schedule food preparation and cooking to have all items ready for service at the specific time. 3. Checks all food for proper temperature and all other aspects of quality food before meal service. 4. When workload requires, pre-rinses and washes dishes, glasses, silverware, trays and cooking utensils. 5. 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. Check refrigerator thermometers frequently and reports temperature variations promptly. Follows approved safety and fire regulations at all times. Ensures that established sanitation and safety standards are maintained. 6. When designated, receives, checks and properly stores food deliveries promptly and maintains a record of inventory control. 7. Maintains records of clients/participants served daily and prepares monthly reports for the ENP Manager. 8. Regular attendance is required. 9. Performs other duties as required.
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	Yes



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required?	
Please list any additional licenses required:	Must possess a valid Food Handler's Permit, Driver's License and must be insurable.

Competencies:

- 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:



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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.