



**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 12/02/2020	Employee Requisition Number	<b>JOB OPPORTUNITY</b>	
Title/Position: <b>COOK AIDE</b>			
Pay Grade SG 6	Salary Range \$21,112-25,916	Classification Full Time	
Department: HEAD START	Location: Eufaula	Location Code: 108	FT/PT 1-Full Time

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

General Summary:	<p>Works as a team member, under the direct supervision of the Cook and Site Supervisor.</p> <p>Assists in preparing a variety of meat, poultry, vegetables, fruits, salads, and breads for breakfast, lunches and afternoon supplement in such a manner that meals are nutritious and appealing to the Head Start children and staff.</p> <p>Assists in purchasing groceries and supplies used by the center kitchen operation and be able to lift up to fifty (50) pounds.</p>
Principal Duties and Responsibilities:	<p>Assists in cleaning, sanitizing and maintaining kitchen and kitchen equipment, dining tables, floors, garbage and trash containers in accordance with State and Local licensing and sanitation standards. Must be able to stoop, bend, stretch and climb.</p> <p>Operates all kitchen equipment used in food preparation in accordance with prescribed safety requirement.</p> <p>Properly stores all food to reduce any deteriorations or infestations.</p> <p>Attends all in-service training in food preparation, basic nutrition and other trainings as directed by the supervisor.</p> <p>Assists the Cook in developing and implementing creative and interesting food and cooking experiences for the Head Start children, in the center and on field trips.</p> <p>Assists in training volunteers and other employees who are assigned to the center kitchen.</p> <p>Assists in maintaining all records, required by CACFP, USDA, and Muscogee (Creek) Nation Head Start Program.</p>



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	<p>Assists in turning in food bills at the end of each month.</p> <p>Must participate in the Annual Community Assessment.</p> <p>Adheres to guidelines set in Muscogee (Creek) Nation Head Start Policies and Procedures, Muscogee (Creek) Nation Policies and Procedures, DHS Day Care Licensing requirements and federal and state guidelines as related to Head Start.</p> <p>Assists in submitting all end of the month paperwork pertaining to food service. This includes reimbursement sheet, all food bill copies along with original completed food purchasing forms. Along with any other paperwork upon request.</p> <p>Assists the Cook in filling out a want list and repair/maintenance form, if needed, to be turned into the center supervisor on a monthly basis.</p> <p>Must wear a hair covering of some type (cap or hair net) when in the kitchen, cooking, or serving food.</p> <p>Must document and report suspected child abuse, neglect, etc. as required by the Muscogee (Creek) Nation Head Start Policies, tribal, state &amp; federal laws. Also, must sign statement of understanding and verification of training on reporting procedures and responsibility of reporting abuse, neglect, etc.</p> <p>Observe strict confidentiality regarding children, families, staff and make parents aware of this policy. Must sign statement of compliance and confidentiality.</p> <p>Must have a physical every year and an initial TB skin test.</p> <p>Must monitor tables while children eat and interact during meal times.</p> <p>Must obtain Food Handlers card and CPR/AED &amp; First Aide card and update yearly.</p> <p>Must be familiar with the Performance Standards and be willing to participate in on-site reviews.</p> <p>Performs all other related duties as assigned by the Cook or Center Supervisor.</p> <p>Must obtain an Oklahoma Bus Driver Certificate and CDL License within the first six (6) weeks of employment</p> <p>Shall perform any and all other duties as assigned by management.</p>
Minimum Requirements:	High School diploma or GED.



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	Must possess a valid Oklahoma Driver's License
	Must pass background check and fingerprinting.
Preferred Requirements:	Must have experience in preparation of meals and knowledge of balanced meals and nourishing foods.
	CDL
Valid Oklahoma Driver's License required?	Yes
Please list any additional licenses required:	

**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



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#### **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.