



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 11/30/2020	Employee Requisition Number	JOB OPPORTUNITY	
Title/Position: FOOD TRUCK COOK/DRIVER			
Pay Grade SG 7	Salary Range \$22,380-29,161	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 direct supervision of the Program Manager & Director while performing a full range of food truck cooking procedures for the participants of the Elderly Nutrition Program. This includes the complete operations of the food truck.
Principal Duties and Responsibilities:	<ol style="list-style-type: none"> 1. Following the cycle menu, expected customers & number of personnel, plans the quantity of food to be prepared. Standardized recipes are used at all times and adjustments are made based on the number of servings needed. Prepares and cooks food to preserve the nutritive value, color, palatability and acceptance to the clients/participants. 2. Responsible for preparing their station before the start of shift, making sure that all the supplies needed are available and ready for use. This includes preparing some items in the commercial kitchen before they are stored in the food truck. 3. Must be able to perform simple tasks such as stocking the truck with various items from paper supplies to food supplies. 4. Must have basic math skills and have great attention to detail. 5. Prep food for service each day, including chopping vegetables, butchering meat, or preparing sauces, making sure to have food ready for service at the designated time. 6. Able to drive the food truck to designated rural sites to serve meals. 7. Must be on feet for long periods of time. 8. Performs proper check of food truck and equipment before traveling to sites. 9. Checks all food for proper temperature and all aspects of quality food before meal service by completing the provided self-inspection sheet daily. 10. Maintains high personal hygiene standards and all required safe food handling practices. Checks 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. 11. Responsible for cleaning the station. This means disposing of



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

	garbage, cleaning utensils, pots and pans, and cleaning cooking surfaces. Also responsible for taking care of left-over food, whether that means disposing of it, returning unused items to the correct inventory location, or storing cooked goods for use at another service. 12. Responsible for unloading delivery trucks, storing inventory correctly, stocking pantries, and walk in refrigerators. 13. Maintains records of inventory and clients/participants served daily and prepares monthly reports for the ENP Program Coordinator. 14. Regular attendance is required. 15. Performs other duties as required.
Minimum Requirements:	High School Diploma or GED. Knowledge of food preparation on a large scale. Experience operating a food truck.
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:

- 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



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

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:

- | | | |
|--|--|---|
| <input type="checkbox"/> Fumes or airborne particles | <input checked="" type="checkbox"/> Outside weather conditions | <input type="checkbox"/> Toxic or caustic chemicals |
| <input type="checkbox"/> Risk of electrical shock | <input type="checkbox"/> Vibration | <input type="checkbox"/> 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.