



# *Flandreau Santee Sioux Tribe*

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## **Flandreau Santee Sioux Tribe Job Description**

**Job Title:** Cook  
**Department:** Senior Citizen Department  
**Reports To:** Senior Citizen Coordinator  
**FLSA Status:** Non-Exempt  
**Hours:** Monday-Friday; 6:00am – 2:00pm

### **I HAVE READ AND UNDERSTAND THE JOB DESCRIPTION**

**Approved by:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Approved by:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Employee Name:** \_\_\_\_\_ **Date:** \_\_\_\_\_

### **SUMMARY:**

The cook shall prepare and cook meals for the Title VI participants five days per week according to prepared menus. This position will also be responsible for cleaning and sanitizing the kitchen area, helping with menu and meal planning, prepping food for future meals and assisting the elderly with any dining issues. This position will occasionally work odd hours for senior events and outings.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:** include the following. Other duties may be assigned.

- Adheres to and conveys a philosophy that supports the dignity, privacy, independence, choice, and individuality of the people served.
- Works closely with Coordinator in planning and preparing menus, ordering grocery items, and keeping waste to a minimum.
- Prepares meals with emphasis on appealing appearance, nutritionally suitable for the elderly, and insures proper portion control.
- Assures timely preparation and serving of both home delivered and congregate meals.
- Reads menus in advance in order to have all items on hand, get sufficient frozen meals out for thawing, and that any preparation be made for the next day or plan for substitution.
- Prepares bakery items daily in line with menus. Make sure that baked items are baked through thoroughly.
- Remove most of the fat from meats before cooking, especially when preparing soups.
- Attends workshops to improve meal preparations for the varied diet requirements of individual elderly, working conditions, etc. as required by supervisor.
- Defrost refrigerator once a month and checks stored food items once a week for food spoilage.

- Insure that proper health and sanitary conditions and standards in the kitchen are enforced and adhered to.
- Maintains a neat, clean, and orderly kitchen during food preparation and sees that the kitchen is left in a clean sanitary and orderly condition. Ready for use the following day or possible unannounced walk in sanitation inspection.
- Scrub and clean coffee pots daily after each use.
- Washes and sterilizes dishes, silverware, and cookware after each use.
- Wash dishtowels and dishcloths daily to insure a clean sanitary supply.
- Assists Coordinator when emergencies arise.
- In the absence of supervisor, insures that arrangements are made to provide a driver for home delivered meals.
- Incumbent shall become familiar with safety regulations and practice compliance.
- Reports to the Coordinator any unsafe equipment or the need to replace defective, broken, work utensils/appliances.

**MINIMUM QUALIFICATIONS & EXPERIENCE:** Education for the purpose of this position is not required; however, a High School Diploma or equivalent is desirable. Applicant must be able to demonstrate basic reading and interpretation skills. Two (2) + years' experience in cleaning, sanitizing, cooking and preparing meals in a professional setting is highly preferred.

**SPECIAL REQUIREMENTS:**

- May be required to become Serve Safe Certified.
- May be required to become CPR, First Aid, & AED Certified.
- May be required to undergo Fire prevention and Fire extinguishing training.
- Understands and appreciates the purpose of the Title VI Nutrition Program and remains loyal to its goals and the Advisory Council for the Elderly.

Must exercise patience with and show compassion for the elderly. Exercises tact and diplomacy at all times in dealing with the elderly and others coming to the Center. Confidentiality must be exercised continuously and cannot be emphasized enough. Use utmost discretion in giving out information or in conversations/discussions in order to maintain a smooth running operation and to avoid controversial situations. Written request for leave must be cleared with supervisor and the board at least one week in advance if possible. Works any holidays or emergency days the Center is open.

**WORK ENVIRONMENT and PHYSICAL DEMANDS:**

The work environment characteristics are representative of those an employee encounters while performing the essential functions of this job. The position will mainly consist of working in an indoor environment. The noise level is usually quite to moderate. Position requires working with sharp objects and other mechanical kitchen appliances. Works with hot liquids, ovens, and stoves and high temperatures at times.

The physical demands are representative of those that must be met by an employee to successfully perform the essential functions of this job. Must be able to climb, reach, stoop, bend, kneel, stand and walk for extended periods of time; and have dexterity of hands and fingers. Must be able to lift 25 pounds of supplies and equipment consistently,

and occasionally lift over 30 pounds. Reason accommodations may be made to enable individuals with disabilities to perform the essential function.

**CONDITIONS OF EMPLOYMENT:**

Must be able to pass a pre-employment drug test.