

PALA BAND OF MISSION INDIANS

HUMAN RESOURCES PMB#50 35008 Pala Temecula Rd., PALA, CA 92059

JOB DESCRIPTION

Title: Cook
Department/Division: PYC/PLC
Status: Regular Full-Time
Supervisor: PLC Director
Subordinates: None

POSITION SUMMARY:

Under the direct supervision of the PLC Director; the Cook will be assigned the duties for preparation, purchases, stores, and serves food in accordance with the meal requirements.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Complete and maintain required food reports, such as, meal census taken daily; records number of meals served, documents food program, ensures that shopping is completed appropriately.
- Preparation and provision of snacks and meals, purchase food within budgetary and meal requirements, plans or adjusts to meet meal requirements, documents refrigerators/freezer temperatures daily.
- Cleans and maintains kitchen/dining area in practicing good safety, sanitation, organizational skills.
- Has understanding and knowledge to properly use and maintain all equipment in work area.
- Assists staff members in carrying out daily activities.
- Performs other duties as assigned.

KNOWLEDGE, SKILLS, CERTIFICATIONS AND ABILITIES:

- Ability to interpret food service requirements.
- Must have problem solving abilities, be self-motivated, and organized.

- Must have current CPR certification, Food Handling card, First Aid card.
- Ability to pass an annual physical and TB test.

MINIMUM QUALIFICATIONS:

- High School Diploma or Equivalent plus two years previous work experience in food services.
- Must have a valid California Driver's License. Also attached printout from the Department of Motor Vehicle to pass a security background check.
- Must acknowledge and agree to maintain a Drug-Free workplace as a condition of employment with the Pala Band of Mission Indians. **Must pass pre-employment and random drug testing during employment. A background check will be required.**
- Indian Preference will apply. The Pala Band of Mission Indians will give hiring preferences to fully qualified applicants that are Pala Tribal Members. Pala Band of Mission Indians is an equal opportunity employer.

OTHER REQUIREMENTS:

All employees are expected to follow the Tribal Personnel Policies and Procedures of the Pala Band of Mission Indians and must adhere to any additional applicable addendum's.

HOW TO APPLY:

PLEASE SUBMIT A RESUME AND/OR APPLICATION TO:

Pala Band of Mission Indians
Human Resources Department – Attn: Lisa Rios
PMB#50 35008 Pala Temecula Road
Pala, CA 92059
Email hr@palatribe.com or lrios@palatribe.com

Posted: 1-20-12

CLOSING DATE: OPEN UNTIL FILLED