

Sisseton-Wahpeton Oyate

Job Description

Job Title: Janitor/Cook Helper

Work Site: SWO Elder Nutrition Program (Ulysses U.K. Abraham Center)

Reports To: Betty Jo Kirk, Manager

Purpose of Position:

To clean the center to ensure a safe and healthy environment is provided to elders who participate in congregate meals at the center. In addition, the Janitor/Cook Helper will work with the kitchen staff in preparing meals for the center and home-bound elders Monday through Friday of each week.

Responsibilities:

1. Responsible to clean the kitchen, bathrooms and eating area each day. This includes sweeping, moping, vacuum rugs, clean sinks, toilet stools and empty garbage accumulated and place in dumpster.
2. Assists in the preparation of meals in accordance with the menus approved by the Head Cook and the IHS Dietary consultant.
3. Assists in preparing food containers for elders receiving home delivered meals.
4. Help serve meals to elder participating in the congregate meal program.
5. Respond to the needs of elders during mealtime.
6. Other duties assigned by Head Van Driver/Maintenance and Program Manager

Program Administration:

1. Under the overall supervision of the Manager of the SWO Elder Nutrition Program.
2. The Head Van Driver/Maintenance provides direction and informs the Janitor/Cook Helper of daily responsibilities to the program.
3. The Personnel Policies and Procedures of the Sisseton-Wahpeton Oyate are the administrative guidelines used by the Program Manager for all employee actions.
4. Must adhere to the policies and procedures of the Elder Nutrition program; **however the Sisseton-Wahpeton Oyate Policies and Procedures supersede those of the program.**

Working Conditions:

1. The workplace is the Elder Nutrition center (Ulyssess U.K. Abraham) located in Agency Village.
2. The center provides a clean and sanitary workplace and provides a pleasant working atmosphere.
3. Work hours are 6 hours per day from 8 a.m. to 2 p.m. Monday through Friday of each work week.

Qualifications:

1. Must have a high school diploma or GED.
2. Must enjoy working with people, especially the elders of our Tribe.
3. Ability to relate to all elders, staff and others in the community and treat all in a respectful and courteous manner.

Approved Myra Thompson Date 2/22/19