

Sisseton-Wahpeton Oyate

Job Description

Job Title: Head Cook

Work Site: Elderly Nutrition Center (Ulysses U.K. Abraham Center)

Reports to: Program Director, SWO Elderly Nutrition Program

Purpose of Position:

To work in conjunction with the State of SD and the Indian Health Service dietitian for menu planning that meets the daily nutritional needs of tribal elders and other elders residing on the Lake Traverse Reservation.

Responsibilities:

1. Responsible to draft a monthly menu and submit to the Program Director who will submit to the State of SD and I.H.S. to ensure the meals meet the daily nutrition guidelines and serving portions and sizes as required by the Department of Health and Human Services and USDA.
2. Responsible for preparing Standard Operating Procedures (SOP) for Meal Preparation, Safety & Sanitary, and Food Ordering procedures. (word format)
3. Responsible for training all new employees involved with meal preparation, safety & sanitary, and kitchen equipment use.
4. Prepares and supervises daily meal preparation to ensure food is appetizing and meets the daily nutrition and portion requirements for elders.
5. Assists in preparing food containers with appropriate servings and portions to elders participating in the home-delivery program.
6. Must maintain daily records in the areas of: congregate meals served, number of home delivered meals and inventory of food and cleaning supplies to assist in reporting to Title VI, State of SD, and SWO-Tribal Secretary.
7. Responsible to order weekly food products based on approved menu and cleaning supplies needed for the efficient operations and of the program.
8. Performs other tasks and activities that enable the program to meet the objectives of the program and to ensure the center is maintained in a safe and efficient manner.
9. May need to assist in meal deliveries when the need arises.
10. Other duties assigned by the Program Manager.

Program Administration:

1. Under the overall supervision of the Manager of the Elderly Nutrition Program.
2. The Head Cook provides direction to the dietary staff at the nutrition centers operated by the Sisseton Wahpeton Oyate.

3. The Head Cook will participate in training, classes, webinars that improves on the operation of the nutrition program
4. The Personnel Policies and Procedures of the Sisseton Wahpeton Oyate are the administrative guidelines used by the Program Manager for all employee actions.
5. Must adhere to the policies and procedures of the Elderly Nutrition program; **however the Sisseton Wahpeton Oyate Policies and Procedures supersede those of the program.**

Working Conditions:

1. The workplace is the Elderly Nutrition center (Ulysses U.K. Abraham) located in Agency Village.
2. The center is kept in a clean and sanitary condition.

Qualifications:

1. Must have a high school diploma or GED.
2. Must have a valid driver's license and vehicle insurance.
3. Knowledge of basic nutrition and diabetic diets.
4. Must complete, pass the ServSafe course as well ServSafe managers course.
5. Must have at least 2 years of experience in a food service position.
6. Ability to plan nutritious meals and order food products on a weekly basis.
7. Knowledge and experience in keeping accurate records, submit reporting via, Excel and Word programs
8. Must enjoy working with people, especially the elders of our Tribe.
9. Familiar with Indian elders and ability to relate to all elders, staff and others in the community in a respectful, courteous manner.

Revised 02/28/2022

Approved  Date 2/28/2022