



DELAWARE TRIBE OF INDIANS

JOB DESCRIPTION

Position:	Cook
Department:	Child Development
Employment Status:	Regular
Class:	Full-Time
Location:	Bartlesville, OK
Immediate Supervisor:	LELC Director

GENERAL DESCRIPTION:

Lenape Early Learning Center is seeking an individual with kitchen, restaurant or culinary experience to serve as our cook. This individual will be responsible for following and implementing all USDA food program paperwork and child meal pattern plans. This individual will create monthly menus, conduct inventory of food stock, rotate and label stock, prepare meals and deliver to classrooms at scheduled meal times. The ideal candidate must be a go getter who likes a fast paced work environment. This individual should have a minimum of one-year experience as an institutional cook and receive the minimum training requirements established by the Department of Human Services (DHS)

QUALIFICATIONS:

- Minimum requirement of a High-School Diploma/GED
- Oklahoma Food Handlers Permit or be willing to receive

- Have no felony convictions or misdemeanor convictions for offenses relating to children or violence, and satisfactorily complete the required background check and drug testing
- Requires a high level of personal integrity and ethics
- Requires a high level of problem solving, organization skills, and must be a self-starter
- Requires good interpersonal, communication, and teamwork skills
- Requires a high level of confidentiality and flexibility.
- Ability to pass a criminal background check and drug screening

DUTIES AND RESPONSIBILITIES:

- Arrive promptly at the beginning of your shift Monday thru Friday
- Follow all guidelines established by OKDHS and the CACFP food program
- Maintain all CACFP paperwork
- Manage inventory of kitchen supplies
- Order kitchen supplies and work within a prepared budget
- Prepare all meals and assist in the delivery of meals to classrooms
- Maintain a clean and sanitary kitchen and work environment at all times
- Post any and all child allergies in kitchen
- Maintain refrigerator/freezer daily temperature logs
- Maintain confidentiality
- Demonstrate unity and be a positive role model for families, co-workers, and children
- Follow the chain of command with any issues or concerns
- Attends virtual and in person trainings.

INDIAN PREFERENCE POLICY:

In accordance with the Indian Preference Act of 1934, (Title 25, USC, Section 47), Delaware and/or Indian Preference will be observed in hiring.