



# DELAWARE TRIBE OF INDIANS

## JOB DESCRIPTION

**Position:** Kitchen Assistant

**Department:** Title VI/Elder Nutrition

**Employment Status:** Regular/Non-Exempt

**Class:** Part-time / 9:00am – 2:00pm

**Location:** Bartlesville, OK

**Immediate Supervisor:** Elder Nutrition Director

---

### **GENERAL DESCRIPTION:**

Will be required to do basic food preparation, serving of meals, and be responsible for cleaning the kitchen and eating area. Follow strict hygiene, health and safety rules.

### **QUALIFICATIONS:**

High School Diploma or GED.

### **PHYSICAL DEMANDS:**

Must be able to lift or move up to 25 pounds. Employee is frequently required to sit, stand, walk, handle, lift and grab objects. May occasionally be required to climb, balance, stoop, kneel, crouch, or crawl.

## **DUTIES AND RESPONSIBILITIES:**

To assist in the preparation of food

To assist in the serving of meals to clients, staff and others and the setting and clearing of tables.

To assist in the preparation and serving of beverages to staff, clients and others

To wash and dry kitchen pots/utensils and ensure their proper storage.

To clean the kitchen area (floors, cookers etc).

To assist in ensuring a high level of health and safety, cleanliness and food hygiene and to ensure that safe working practices are followed.

Report any problems to the Cook in Charge or responsible Senior Officer.

Assist in stock taking and storage of stock, including checking deliveries

Attend training courses as appropriate.

Ensuring the food preparation areas are clean and hygienic.

Washing utensils and dishes and making sure they are stored appropriately.

Sorting, storing and distributing ingredients.

Washing, peeling, chopping, cutting and cooking foodstuffs and helping to prepare salads and desserts.

Disposing of rubbish.

Table setting in a.m. and bringing dishes to the dining room for lunch and dinner for campers to set.

To assist with consolidation and proper storage of food after meals.

To clean up after meals and ongoing cleaning to maintain the highest levels of sanitation in the kitchen.

Dishwashing (we usually assign two kitchen workers to dishes and one to pots and pans)

Food prep to assist the cook and baker.

Salad Bar preparation.

Sweeping and mopping at the end of the day.

Beverage preparation i.e. bug juice, fruit juices and coffee.

Cleaning the food preparation equipment, floors and other kitchen tools or areas.

The post holder is part of a team whose aim is to promote the general well-being of service users and may be required to work with the client in the kitchen as appropriate

To carry out any other reasonable duties within the overall function of the job.

This job description reflects the general functions required of the employee for this job, but the description should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, which may include changes to schedules of time and days, by the supervisor.

The job description has been approved:

Tribal Operations Manager: \_\_\_\_\_ Date: \_\_\_\_\_

Human Resource Director: \_\_\_\_\_ Date: \_\_\_\_\_

Signature below constitutes employee's understanding of the position requirements, essential functions and duties.

DRAFT