



# **DELAWARE TRIBE OF INDIANS**

## **JOB DESCRIPTION**

Reviewed and Approved 10.25.2023

<b>Position:</b>	Cook
<b>Department:</b>	Child Development
<b>Employment Status:</b>	Regular
<b>Class:</b>	Full-Time
<b>Location:</b>	Bartlesville, OK
<b>Immediate Supervisor:</b>	Kitchen Manager

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### **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 the preparation of daily menus as planned by the Kitchen Manager. This person will prepare, serve and clean up kitchen after meals. This person will work closely with Kitchen Manager to ensure Kitchen goals and objectives are carried out. 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

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- Must have completed COVID-19 vaccination or willing to complete vaccination series within 45 days of hire.
- Meet and maintain all state and licensing requirements, accreditation criteria, and LELC policies
- 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:**

- Understands and uses child nutritional needs and age-specific portion sizes to prepare meals in accordance with OKDHS, USDA, Head Start, and CACFP guidelines
- Understands and strictly adheres to health, safety, food handling, and sanitation requirements before, during and after meal preparation.
- Follows menu guidelines and adjusts when necessary due to the availability of menu items or an individual child's needs.
- Maintain list and be aware of center food allergies and concerns. Prepare alternate menu items as needed for the affected children.
- Assist Nutrition Coordinator to maintain food service record-keeping and reporting as required by CACFP guidelines.
- Manage ongoing inventory of food and supplies.
- Check food deliveries for accuracy and for good quality
- Store food and supplies properly. Date all canned, boxed and bagged foods. Use the FIFO method of inventory.
- Monitor and maintain proper food temperatures
- Monitor and maintain proper daily temperature logs of all refrigerator and freezers. Maintain client, employee, and agency confidentiality.
- Represent the Tribe and LELC in a positive way to promote unity and be a positive role model for families, co-workers, and children.
- Be willing to gain more knowledge, experience, and training in the field of Early Childhood Development by attending virtual and in person trainings
- Other duties as assigned by the LELC Director.

#### **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.