



# **DELAWARE TRIBE OF INDIANS**

## **JOB DESCRIPTION**

Reviewed and Approved: 10/25/2023

<b>Position:</b>	Site Worker
<b>Department:</b>	Elder Nutrition
<b>Employment Status:</b>	Regular
<b>Class:</b>	Full-Time
<b>Location:</b>	Bartlesville, OK
<b>Immediate Supervisor:</b>	Director of Elder Nutrition

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### **GENERAL DESCRIPTION:**

The Site Worker for the Elder Nutrition Department is responsible for basic food preparation, serving of meals, and cleaning of the kitchen and dining area. Strict hygiene and safety must be followed at all times.

### **QUALIFICATIONS;**

High School Diploma or GED.

Able to lift or move up to 25 lbs.

Able to sit, stand, walk, handle, lift, and grab objects for a extended periods of time.

May be required to climb, balance, stoop, kneel, crouch, or crawl.

Requires a high personal and corporate moral and ethical standard.

Good interpersonal communication and teamwork skills are required.

Must have and maintain a current food handler's license.

Must have transportation to and from work as well as maintain a clean driving record and current driver's license.

Requires the ability to learn, follow and apply tribal, state, and federal health regulations.

### **DUTIES AND RESPONSIBILITIES**

Assists with preparation of daily meals for the Elder Nutrition Department, including but not limited to washing, peeling, chopping, cutting, cooking, baking and frying of food items for the salad bar, hot meals and desserts.

Assists with setting and clearing of the tables as well as serving of meals to clients, staff and other.

Reports problems to Supervisor.

Checks deliveries, stocks supplies and groceries.

Attending training courses as appropriate.

Washing utensils and dishes, making sure they are stored appropriately and cleaning food preparation equipment.

Assist with food consolidation and proper storage of food after meals.

Maintain the highest level of sanitation in the kitchen by cleaning as needed during preparation and after meal service, including, but not limited to, sweeping, mopping, and emptying of the trash.

Beverage preparation.

Carry out 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 by the Elder Nutrition Director, which may include changes to schedules of time and days.

### **INDIAN PREFERENCE POLICY:**

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