

ONEIDA TRIBE OF INDIANS OF WISCONSIN

Human Resources Department

JOB DESCRIPTION

APPLY IN PERSON AT:

Human Resource Department
909 Packerland Drive
Green Bay, WI 54303



OR MAIL TO:

Human Resource Department
P.O. Box 365
Oneida, WI 54155-0365

Phone: (920) 496-7900

Fax: (920) 496-7490

Job Line: 1-800-236-7050

APPLY ONLINE AT:

<http://oneida-nsn.gov>

SECOND POSTING OPEN TO ALL APPLICANTS

POSITION TITLE: Cook
POSITION NUMBER: 06038
DEPARTMENT: Food & Beverage
LOCATION: 2522 W Mason Street, Green Bay WI
DIVISION: Gaming
RESPONSIBLE TO: Food & Beverage Supervisor
SALARY: NE05 \$10.02/Hr Plus Tips
(Employees will receive 5% below the posted pay rate during their probationary status.)
CLASSIFICATION: Non-Exempt
POSTING DATE: May 2, 2016
CLOSING DATE: Until Filled
Transfer Deadline: May 9, 2016
Proposed Start Date: As Soon As Possible

EQUAL EMPLOYMENT OPPORTUNITY STATEMENT

The Oneida Tribe of Indians of Wisconsin does not discriminate on the basis of race, color, national origin, sex, religion, age or disability status in employment or the provision of services. However, individuals of Indian ancestry and Veterans will be given preference by law in initial employment or re-employment.

POSITION SUMMARY

Under direct supervision of the Food & Beverage Supervisor, prepares, seasons, and cooks a wide variety of food items, maintains safe and hygienic conditions before, during and after meal preparation and serving. Must adhere to all regulations required for food handling. Continuation of this position is contingent upon funding allocations.

DUTIES AND RESPONSIBILITIES:

1. Provide excellent customer service for all internal and external customers of the Food and Beverage operations at all times and in all activities. Establish and maintain effective working relationships with all internal and external customers of Oneida Casino. Provide solutions for customer concerns and continually focus on customer service as our top priority.
2. Ensure established procedures, and processes are utilized at all times, to ensure maximum understanding and coordination are in place. Attend department meetings to ensure effective communications take place.
3. Inform supervisor of recommendations/ideas for improving all areas of this position.
4. Ensure compliance with all regulatory requirements in all areas at all times. Adhere to established quality, service delivery, customer service, and customer demand expectations. Adhere to all audit, and legal regulations/laws and practices.
5. Prepare food according to menus that have been developed.
6. Plan cooking schedules to have food ready on time, but not too far in advance.
7. Serve food in a casino setting.
8. Operate electric and gas cooking equipment, kitchen equipment and kitchen utensils.

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DUTIES AND RESPONSIBILITIES: (Cont.)

9. Check menu for preparation for the next day.
10. Ensure food items are prepared, stored, distributed and served at appropriate temperatures and under sanitary conditions. Attend food handling training every year.
11. Maintain records according to established policies.
12. Maintain inventory of food and kitchen supplies by adhering to par levels provided.
13. Ensure safe and sanitary meal preparation by cleaning work area according to federal, state, and local regulations.
14. Report any problems or irregularities (accidents, breakages, faulty equipment, food and/or supply shortages, etc.) to supervisor.
15. Learn and use proper procedures and maintenance schedules for operating dishwashing and other cleaning and sanitizing equipment.
16. Operate equipment to wash dishes, plates, cups, glasses and other utensils. Check and ensure that dishes and other items are clean and free of stains, cracks, and chips. Replace clean items in storage areas.
17. Close kitchen by cleaning dishwashing area, emptying garbage, and sanitizing and re-lining containers.
18. Participate in special trainings as required and/or requested.
19. Adhere to health standards, using standard cleaning products for cleaning tasks as assigned by supervisor.
20. Contribute to a team effort and accomplishes related results as required.
21. Adhere to all Tribal Personnel Policies and Procedures, Tribal Standard Operating Procedures, and Department Policies and Procedures.
22. Maintain strict department security, confidentiality, and quality to meet professional standards of the department.
23. The above duties and responsibilities are not an all inclusive list but rather a general representation of the duties and responsibilities associated with this position. The duties and responsibilities will be subject to change based on organizational needs and/or deemed necessary by the supervisor.

PHYSICAL REQUIREMENTS/WORK ENVIRONMENT:

1. Continuously stand and walk for extended periods of time.
2. Frequently use hands and arms to grasp, reach, carry, lift and/or move up to fifty (50) pounds.
3. Occasionally sit, stoop, kneel, crouch, crawl, and lift items overhead weighing up to twenty-five (25) pounds.
4. Work is generally performed in kitchen areas with exposure to heat, cold, fumes and steam and Casino setting with exposure to second-hand smoke and a high noise level.
5. A Tuberculosis (TB) Screening and/or TB Skin Test is required within thirty (30) days of employment and annually thereafter as required.

STANDARD QUALIFICATIONS:

1. Knowledge of kitchen equipment and utensils maintenance operations.
2. Knowledge of safe practices in a kitchen working environment and hygiene practices.
3. Knowledge of food preparation and presentation methods, techniques, and quality standards.
4. Skill in cooking and preparing a variety of foods.
5. Ability to communicate, read, and write clearly in basic English.
6. Ability to demonstrate outstanding guest service at all times.
7. Ability to work in a busy, fast paced environment.
8. Ability to perform in a professional appearance and manner.
9. Organizing and coordinating skills.
10. Ability to safely use cleaning equipment and supplies.
11. Must adhere to strict confidentiality in all matters. **(Must sign a confidentiality statement prior to employment.)**
12. Must be willing and able to obtain additional education and training.
13. Must pass a pre-employment drug screening. Must adhere to the Tribe's Drug and Alcohol Free Workplace Policy during the course of employment.
14. Must pass a background security check with the Oneida Tribe in order to meet the Employment Eligibility Requirements, Tribal/State Compact and/or Oneida Tribe Gaming Ordinance as they pertain to the position. A temporary license or Gaming License issued by the Oneida Gaming Commission is required as a condition of employment and continuing employment within the Oneida Tribe's Gaming Division.

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PREFERRED QUALIFICATIONS:

Applicants please clearly state on the application/resume if you meet these qualifications.

1. Restaurant food & beverage experience.

MINIMUM QUALIFICATIONS:

Applicants please clearly state how you meet these qualifications on the application/resume.

1. Must be 18 years of age or older.
2. High School Diploma, GED Diploma, or HSED Certification is required within one (1) year of employment **(Must be enrolled in a GED Program prior to the end of probationary period and provide documentation to the HRD Office for employee personnel file.)** Applicant's age fifty (50) and older are exempt from this requirement.
3. Six (6) months of cooking experience; an equivalent combination of education and experience may be considered.
4. Must be able to obtain a Food Handlers Permit.

ITEMS TO BE SUBMITTED:

1. **Must provide a copy of Diploma, License, Degree or Certification upon employment.**