

JOB DESCRIPTION

APPLY IN PERSON AT:

Human Resource Department
909 Packerland Dr
Green Bay, WI 54303

APPLY ONLINE AT:

<http://oneida-nsn.gov>



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

FIRST POSTING OPEN TO ENROLLED ONEIDA NATION MEMBERS

POSITION TITLE: Food Service Worker (**Part-Time**)
POSITION NUMBER: 00226
DEPARTMENT: Oneida Nation School System (ONSS)
LOCATION: N7125 Seminary Rd Oneida WI
DIVISION: Non Divisional
RESPONSIBLE TO: Head Cook
SALARY: NE06 \$10.02 (NEGOTIABLE DEPENDING ON EDUCATION & EXPERIENCE)
(Employees will receive 5% below the negotiated pay rate during their probationary status.)
CLASSIFICATION: Non-Exempt
POSTING DATE: August 9, 2016
CLOSING DATE: August 16, 2016
Transfer Deadline: August 16, 2016
Proposed Start Date: As Soon As Possible

EQUAL EMPLOYMENT OPPORTUNITY STATEMENT

The Oneida Nation 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

Accomplish the Oneida Nation School System's objectives by preparing and serving meals to the Oneida Nation School, Head Start, Day Care, and other departments. Maintain a safe and hygienic working condition before, during, and after meal preparation and serving. Ensure that services are provided effectively and efficiently to the children and staff of the Oneida Nation School System. Continuation of this position is contingent upon funding allocations.

DUTIES AND RESPONSIBILITIES:

1. Prepare meals according to standardized recipes to ensure accurate measurements and according to the preplanned menus.
2. Prepare food items using proper methods and techniques that conserve the nutritional value, flavor and appearance of the food.
3. Plan cooking and plate set-up for Head Start and places meals in transport carts to meet delivery schedules and in accordance with DPI regulations.
4. Prepare individual trays and portion control food according to DPI regulations to ensure proper and appropriate utensils for Day Care and Head Start.
5. Prepare or assist in the preparation of foods for modified diets; substitute food requests and supplemental nourishments as needed or required.
6. Operate electric and gas cooking equipment, kitchen equipment, and kitchen utensils.
7. Ensure food items are prepared, stored, distributed, and served at appropriate temperatures and under sanitary conditions.
8. Assist in preparing and serving meals at special events and functions.
9. Adhere to proper food handling procedures and monitors good hygiene practices, including wearing required hair netting, wearing of serving gloves, and maintaining clean hands.
10. Receive and confirm food deliveries according to Hazard Analysis Critical Control Point (HACCP); secure stock to retain freshness and protection from contamination.
11. Maintain a clean work area according to federal, state, and local regulations.
12. Operate the dishwasher ensuring sanitization of all service-ware and cookware.
13. Inspect service-ware and cookware are clean and free of stains, cracks, and chips.

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DUTIES AND RESPONSIBILITIES: (Cont.)

14. Replace cleaned items in sanitized storage areas.
15. Close kitchen by cleaning dishwashing area.
16. Report any problems or irregularities (accidents, breakages, faulty equipment, food and/or supply shortages, etc.) to the Food Service Supervisor.
17. Adhere to all Tribal Personnel Policies and Procedures, Tribal Standard Operating Procedures, and Area and Program Strategic Plans and Policies.
18. Maintain strict department security, confidentiality, and quality to meet professional standards of the department.
19. 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. Frequently stand, walk, sit; talk, hear; taste and smell. Occasionally climb, balance, stoop, kneel, crouch, or crawl, lift and/or move up to forty (40) pounds.
2. Work is generally performed in a kitchen environment with a moderate noise level.
3. A Tuberculosis (TB) Screening and/or TB Skin Test is required within thirty (30) days of employment and annually thereafter.

STANDARD QUALIFICATIONS:

1. Knowledge of applicable federal, state, county and local laws, regulations, and requirements.
2. Knowledge in preparing well-balanced and nutritious meals.
3. Knowledge of proper and safe food handling, storage, and disposal requirements.
4. Knowledge of food sanitation and hygiene practices.
5. Skill in preparing food for groups of people.
6. Skill in handling sharp knives, and other cutting utensils.
7. Ability to exercise independent judgment.
8. Ability to interact and maintain good working relationships with individuals of varying social and cultural backgrounds.
9. Ability to work independently and meet strict time lines.
10. Ability to safely operate cooking equipment and kitchen appliances.
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 Nation's Drug and Alcohol Free Workplace Policy during the course of employment.
14. Must pass a background security check with the Oneida Nation in order to meet the Employment Eligibility Requirements, Tribal/State Compact and/or Oneida Nation 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 Nation's Gaming Division.

PREFERRED QUALIFICATIONS:

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

MINIMUM QUALIFICATIONS:

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

1. High School Diploma, HSED Diploma or GED Certification; applicants age 50 and older are exempt from this requirement; six (6) months work experience in professional cooking; an equivalent combination of education and experience may be considered.

ITEMS TO BE SUBMITTED:

1. **Must provide a copy of diploma, license, degree or certification upon employment.**