

APPLY IN PERSON AT:

909 Packerland Drive
Green Bay, WI 54303

APPLY ONLINE AT:

<http://oneida-nsn.gov>



A good mind. A good heart. A strong fire.

OR MAIL TO:

P.O. Box 365
Oneida, WI 54155-0365
Phone: (920) 496-7900
Fax: (920) 496-7490

OPEN TO ALL APPLICANTS

POSITION TITLE: Cook (Part-Time)
POSITION NUMBER: 00797
DEPARTMENT: Childcare
LOCATION: N7210 Seminary Rd Oneida, WI
DIVISION: Education & Training
RESPONSIBLE TO: Childcare Supervisor
SALARY: NE5 \$15.00/Hr (NEGOTIABLE)
CLASSIFICATION: Non-Exempt
POSTING DATE: December 28, 2021
CLOSING DATE: Until Filled
Transfer Deadline: January 5, 2022
Proposed Start Date: As Soon As Possible

EQUAL EMPLOYMENT OPPORTUNITY STATEMENT

The Oneida Nation 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

Prepare and serve meals to the Childcare children according to standardized recipes and pre-planned menus. Food is prepared and served under safe and hygienic conditions before, during and after meal preparation. Position is on a call-in basis for events or to provide adequate coverage. Continuation of this position is contingent upon funding allocations.

DUTIES AND RESPONSIBILITIES:

1. Order and prepare food items (entree, potato/sub, vegetables, salads, desserts and juices) according to standardized recipes to ensure the correct amounts needed according to the pre-planned menus using proper methods and techniques that conserve the nutritive value, flavor and appearance.
2. Ensure all prepared foods are stored, distributed and served at appropriate temperatures to conserve nutritive value, flavor and appearance under sanitary conditions.
3. Plan cooking according to scheduled service and delivery times.
4. Prepare trays and portion control food according to menu and Department of Public Instruction, ensuring proper and appropriate dining utensils are made available.
5. Maintain and process the Department of Public Instruction forms and invoices from food vendors.
6. Maintain all equipment and work area in a high degree of cleanliness according to facility/Departmental Standards Operating Procedures and schedules established according to the Federal, State, and Local regulations.
7. Operate and learn the proper use of electric and gas cooking equipment, dishwasher and other cleaning and sanitizing equipment.
8. Operate dishwasher to wash and sanitize dishes, plates, cups, and saucers. Check and ensure dishes and other items are clean and free of stains, cracks and chips. Store cleaned items in sanitary storage areas.
9. Accept and verify food deliveries and secure stock in proper area and/or coolers to retain freshness and safety from contamination.
10. Assist in closing the kitchen by cleaning the dishwashing area, emptying, sanitizing and re-lining the garbage and recycling containers.
11. Assist in the preparation and serving of special dinners, and/or other special functions as directed.
12. Report any problems or irregularities (accidents, breakage, faulty equipment, food or supply shortages, etc.) to the Child Care Supervisor.
13. Attend all mandatory facility in-service meetings.
14. Follow staff dress code as required by the facility and governmental regulations.
15. Practice excellent customer service skills at all times to include, but not limited to, addressing customer and employee needs courteously and promptly.
16. Contribute to a team effort and accomplish related results as required.

JOB DESCRIPTION

Cook

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DUTIES AND RESPONSIBILITIES: (Cont.)

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 and push/pull.
2. Occasionally sit, bend/stoop, squat, crouch, reach above shoulder, kneel, balance, carry and lift up to thirty (30) pounds. Employee must be able to use both hands for repetitive movement, simple and firm grasping.
3. Work is generally performed in a cafeteria setting with a high noise level and exposure to heat, fumes and steam. Use of protective clothing and/or equipment may be required.
4. A Tuberculosis (TB) Screening and/or 2 step TB Skin Test is required within thirty (30) days of employment and annually thereafter as required.

STANDARD QUALIFICATIONS:

1. Knowledge of quantity food preparation and procedures, kitchen safety practices, good hygienic food handling techniques, and operating basic kitchen equipment for preparation and clean up of department.
2. Skill in interpersonal relations.
3. Skill in operating computers word-processing, maintain website and database software programs in a Window environment.
4. Ability to work with children.
5. Ability to deal with the general public and Tribal employees with tact, courtesy, respect, objectivity and maturity.
6. Ability to work flexible hours to include evenings and call-in basis.
7. Oneida Certification on Reporting Child Abuse and Neglect within ninety (90) days of employment.
8. Must adhere to strict confidentiality in all matters. **(Must sign a confidentiality statement prior to employment.)**
9. Must be willing and able to obtain additional education and training.
10. Must pass a pre-employment drug screening. Must adhere to the Nation's Drug and Alcohol Free Workplace Policy during the course of employment.
11. 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.
12. A valid driver's license or occupational driver's license, reliable transportation, and insurance are required. Must obtain a Wisconsin driver's license or occupational driver's license within thirty (30) days of employment if applicant has an out-of-state driver's license. Must be authorized as eligible to operate a Personal and Tribal vehicle under the Oneida Nation's Vehicle Driver Certification and Fleet Management Law prior to actual start date. Must maintain driver's eligibility as a condition of employment.

PREFERRED QUALIFICATIONS:

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

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MINIMUM QUALIFICATIONS:

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

1. 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.
2. One (1) year of documented successful experience in institutional cooking.

ITEMS TO BE SUBMITTED:

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