

ONEIDA TRIBE OF INDIANS OF WISCONSIN

Human Resources Department

JOB DESCRIPTION

APPLY IN PERSON AT:

Human Resource Department
909 Packerland Dr
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:

www.oneidanation.org

POSITION TITLE: Dietary Aide/Cook
POSITION NUMBER: 00145
DEPARTMENT: Dietary Department
LOCATION: W846 County Trunk EE, DePere
DIVISION: Comprehensive Health
RESPONSIBLE TO: Food Service Manager
SALARY: NE05 \$9.11/Hr (NEGOTIABLE DEPENDING ON EDUCATION & EXPERIENCE)
CLASSIFICATION: Non-Exempt
POSTING DATE: March 18, 2010
CLOSING DATE: On-going Recruitment
Proposed Start Date: Applicants will be placed in an interviewing pool and will be notified as positions become available.

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 Service Manager prepare and serve meals to AJNH residents, employees, guests and clients. Ensures all residents receive well- balanced, nutritional meals based on dietary and medical needs. Continuation of this position is contingent upon funding allocations.

DUTIES AND RESPONSIBILITIES:

1. Prepare food items with nutritional value and flavor according to standardized recipes and pre-planned menus.
2. Ensure all prepared food items are stored, served, and distributed at appropriate temperature with proper sanitation conditions implemented by the departmental policy and procedures.
3. Prepare individual trays and portion control food according to resident's dietary needs; substitute's food requests and supplemental nourishments as directed.
4. Coordinate cooking and plate set-up for resident's trays according to scheduled service and delivery times.
5. Maintain equipment and work area according to facility standards and federal, state, HACCP and local regulations.
6. Clean and sanitize dining room chairs, tables and food tray carts after each meal.
7. Checks in food deliveries and store food supplies properly to prevent contamination.
8. Operate dishwasher with proper tools for pre-rise, pre-soak, sorting and racking of all dishes, all other food service items to ensure cleanliness, free of stains, cracks and chips.
9. Assist with the closing of the kitchen including the sanitizing of all equipment, work areas, garbage removal and equipment set-up for next day operations.
10. Assist in the preparation and servicing of in house special dinners and special function services.
11. Assist in maintaining the safety and security of the Dietary Department including adhering to staff dress code and following established food service rules and regulations.
12. Attend all Dietary Department and facility meetings.
13. Adhere to all Tribal Personnel Policies and Procedures, Tribal Standard Operating Procedures, and Area and Program Strategic Plans and Policies.

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DUTIES AND RESPONSIBILITIES: (Cont.)

14. Maintain strict department security, confidentiality, and quality to meet professional standards of the department.
15. 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 and walk; use hands to finger, handle, feel; reach and pull with hands and arms; talk and hear.
2. Occasionally is required to sit; and stoop, kneel, crouch, or crawl and/or move up to twenty-five (25) pounds.
3. Work is generally performed in a kitchen and dining room setting where exposure to extreme temperatures, smoke, unpleasant odors and loud noises may occur. Work environment involves some exposures to hazards or physical risks, which require following basic safety precautions.
4. Evening and/or weekend work may be required.
5. Extended hours and irregular shifts may be required.
6. A Tuberculosis (TB) Screening and/or TB Skin Test is required within thirty (30) days of employment and annually thereafter as required.
7. Must complete a Self Disclosing Physical Questionnaire prior to employment.

STANDARD QUALIFICATIONS:

1. Knowledge of applicable federal, state, county and local laws, regulations, and requirements.
2. Knowledge of department organization, functions, objectives, policies and procedures.
3. Knowledge of food handling and safety techniques.
4. Knowledge of food preparation, presentation techniques and quality standards.
5. Ability to operate gas and electric cooking equipment, dishwasher, and other cleaning and sanitizing equipment.
6. Ability to exercise independent judgment.
7. Ability to interact and maintain good working relationships with individuals of varying social and cultural backgrounds.
8. Ability to maintain confidentiality.
9. Ability to work extended hours including evenings, weekends and holidays.
10. Ability to work independently and meet strict time lines.
11. Ability to communicate efficiently and effectively both verbally and in writing.
12. Ability to become certified in Food Service Sanitation.
13. Must be willing and able to obtain additional education and training.
14. Must adhere to strict confidentiality in all matters. **(Must sign a confidentiality statement prior to employment.)**
15. Must complete Health Insurance Portability and Accountability Act (HIPAA) training prior to employment. **(Training will be administered by the Human Resource Department.)**
16. Must pass a pre-employment drug screening. Must adhere to the Tribe's Drug and Alcohol Free Workplace Policy during the course of employment.
17. Must pass a background security check prior to and during the course of employment with the Oneida Nation in order to meet the Employment Eligibility Requirements and/or the Tribal State Compact and/or the Tribal Gaming Ordinance as they pertain to the position and the location of the department.

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 or GED plus one year experience in a long term care facility, hospital or food service is required; or equivalent combination of education and experience.
2. Must possess and maintain a current phone number to be notified of schedule changes.

ITEMS TO BE SUBMITTED:

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