

ADVERTISEMENT DISCLAIMER: This position description has been simplified to support youth applicants and may not fully reflect the responsibilities, expectations, or qualifications required of a regular full-time or part-time employee. The position may involve broader responsibilities, advanced skills, and different day-to-day duties in a formal employment setting.

CONFEDERATED TRIBES OF THE UMATILLA INDIAN RESERVATION



2025 SUMMER YOUTH PROGRAM POSITION DESCRIPTION

POSITION TITLE:	Kitchen & Service Attendant
SALARY:	\$12.55- \$15.00 per hour/ DOE
DEPARTMENT:	Public Health Department
LOCATION:	Nicht-Yow-Way Senior Center Mission, OR
EMPLOYMENT STATUS:	Summer 2025, Seasonal/Special Projects
SUPERVISED BY:	Head Cook
LENGTH OF EMPLOYMENT:	July 1- August 15, 2025
WORK SCHEDULE:	Monday – Friday 7:30 AM- 4:00 PM

GENERAL STATEMENT OF DUTIES

The Kitchen and Service Attendant at the Nicht-Yow-Way Senior Center helps prepare and serve meals, bussess tables, and assists the lead cooks with various kitchen duties. Kitchen duties also include maintaining the Senior Center's kitchen and dining cleanliness, so general custodial and cleaning tasks are required. The Senior Center has multiple activities throughout the week that the worker may be involved in, creating an opportunity to connect, socialize, and learn from community Elders. A Food Handler's card is required.

WHAT TO EXPECT

As a Senior Center team member, you'll interact with elders and community members in a fun, energetic environment. You'll develop patience, leadership, communication, and basic culinary skills. The Senior Center hosts weekly activities, so expect to participate and learn new crafting and gardening skills while getting to know our Tribal and Non-Tribal elders. This role is perfect for someone who enjoys a laid-back atmosphere, likes socializing with people of all ages, and wants to gain culinary experience.

Kitchen & Service Attendant
2025 Summer Youth Employment Program

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DUTIES & RESPONSIBILITIES

- 1) Dress appropriately for different work experiences and activities, such as kitchen work.
- 2) Learn general kitchen skills, how to operate kitchen appliances, and assist with daily meal preparations.
- 3) Report to work on time/prepared each day, and follow a daily schedule.
- 4) Provide guests with fast and friendly customer service, including serving patrons plated meals, bussing tables, and washing dishes.
- 5) Exhibit professional demeanor and provide good customer service.
- 6) Organize food items and kitchen supplies, which include stocking and storing items in appropriate places.
- 7) Responsible for maintaining the cleanliness of the meal prep station(s), dining room, and other areas as assigned.

BASIC SKILLS & INTERESTS

- 1) Interest in the culinary and food service industry, or social services.
- 2) Enjoys preparing different types of food items and following recipes
- 3) Can organize kitchen supplies, such as stocking items in appropriate places, or is willing to learn.
- 4) Has interpersonal skills and be comfortable speaking to various people one-on-one or in groups.
- 5) Is responsible and has Self-management skills.
- 6) Is motivated to complete all tasks thoroughly and with attention to detail.
- 7) Ability to maintain a positive attitude in stressful situations.
- 8) Ability to work in a fast-paced environment with upwards of 25-30 diners in the room at one time.

PHYSICAL DEMANDS

- 1) Ability to sit, stand, and walk for extended periods.
- 2) Ability to lift/carry up to 25 lbs.
- 3) Ability to squat, bend, and lift.

EMPLOYER REQUIREMENTS & PREFERENCES

- 1) Must be at least 15 years old
- 2) Must be willing to do custodial tasks such as sweeping/mopping, wiping down and sanitizing surfaces, and washing dishes.
- 3) Possess a Food Handler's permit or have the ability to pass the food handler's test.
- 4) Participate in weekly Senior Center activities, such as basket weaving and gardening.
- 5) Ability to learn basket weaving and basic gardening skills.
- 6) Must be friendly and willing to socialize with Senior Center visitors.
- 7) Report to work on time/prepared each day, and follow a daily schedule.
- 8) Must be able to work in a team-oriented setting, treat others with respect, and follow direction from senior staff.