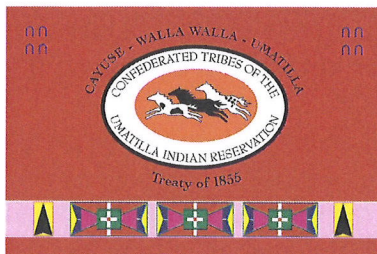


CONFEDERATED TRIBES OF THE UMATILLA INDIAN RESERVATION
46411 TIMÍNE WAY, PENDLETON, OR 97801
(541) 276-3570 FAX (541) 276-9060



POSITION DESCRIPTION and VACANCY ANNOUNCEMENT

POSITION TITLE: Nixyáawii Education Center Cook

SALARY: Pay Range: 3-4
\$23,256.12-\$26,035.08 annual DOE/DOQ

DEPARTMENT: Department of Education

LOCATION: Nixyáawii Education Center, Mission, OR

EMPLOYMENT STATUS: Full-Time with benefits
Covered Status - *requires extensive background check*
Non-Exempt

SUPERVISED BY: Food Service Program Manager

OPENING DATE: November 4, 2020

CLOSING DATE: Open until filled with review of complete packets **November 18th and December 2, 2020**

CTUIR MISSION STATEMENT

Exercise the Tribe's sovereign authority to achieve the maximum protection of resources identified in the Treaty of 1855, to protect newly acquired lands wherein the Tribe has a vested interest, to protect the lands of all the citizens and residents of the Umatilla Indian Reservation. This position will protect human life, water, land, air, and wildlife by exercising professional skills and abilities in the protection of the resources of the Confederated Tribes of the Umatilla Indian Reservation.

GENERAL STATEMENT OF DUTIES

Prepare nutritious meals and snacks that meet the nutritional needs and feeding requirements of each child according to United States department agriculture (USDA) guidelines. Maintain the kitchen and supplies while complying with the department ordinances. Wash dishes and keep clean and sanitary kitchen area. Self-motivation, high energy, personal accountability, flexibility, punctuality and Dependability required to succeed in this position.

EXAMPLES OF ESSENTIAL JOB DUTIES & RESPONSIBILITIES

1. Must prepare daily meals in a timely manner.
2. Assists in food preparation for all meals and snacks.
3. Responsible for keeping kitchen area sanitary; wash, rinse, sanitize, and air dry dishes as required.
4. Must store food and supplies in an organized and safe manner as required by tribal and state regulations.
5. Responsible for routine maintenance of kitchen and equipment (stove top, freezer, refrigerator etc.) including weekly deep cleaning.
6. Responsible for making sure kitchen laundry is clean and stocked daily.
7. Responsible for reporting maintenance need/work orders to Food Service Manager as needed.
8. Responsible for ensuring program is in compliance with Child and Adult Care Food Program (CACFP) standards by following CACFP guide. (Read guide within 30 days, acknowledge and sign document)
9. Other duties as assigned by Food Service Manager related to duties and responsibilities of position.

SUPERVISORY AUTHORITY: None

SIGNATORY AUTHORITY: Bring all Purchasing receipts for consumable for meals and supplies for the kitchen.

ACCESS TO SENSITIVE AREAS: None

REQUIRED MINIMUM QUALIFICATIONS: (It is the responsibility of the applicant to demonstrate in writing he/she does meet the following minimum qualifications.)

1. High school diploma or equivalent.
2. Demonstrate the ability to follow approved menus and standardized recipes.
3. Be familiar with USDA food guidelines or willingness to obtain training.
4. Must have strong interpersonal and communication skills, including the ability to communicate effectively, orally and in writing.
5. Must have the ability and interest to greet the public and handle difficult situations on the phone in a professional and courteous manner.
6. Ability to carry out assigned duties/projects in an efficient and timely manner with minimal supervision and must be able to handle multiple projects and work within defined timelines.
7. Possess basic computer skills and/or willingness to learn by attending trainings.
8. Must be able to operate kitchen equipment (stove, refrigerators, freezers etc.).
9. Must have a valid state driver's license, reliable transportation, and meet Tribal insurance requirements.
10. Familiar with the cultural background and heritage of the families enrolled in Education Center.
11. Must provide evidence of being current and up-to-date on immunizations within 30 days of hire and kept current.
12. Must provide evidence of physical examination annually, acknowledging clearance to perform job responsibilities within 30 days of hire and kept current.
13. Must provide evidence of Tuberculosis clearance within 30 days of hire and kept current
14. Must possess current child/adult CPR/AED and First Aid certification within 60 days of hire and kept current.
15. Must possess current food handler's card within 30 days of hire and kept current.
16. Pass and maintain criminal background check on semi-annual basis.
17. Practice confidentiality with duties and responsibilities to the position.

PHYSICAL DEMANDS:

1. Ability to stand for the majority of a work day.
2. High level of daily repetitive motion with hands and arms in food preparation and sanitation activities.
3. Applicants must be able operate basic kitchen appliances.

4. Applicants must be able to lift and/or move heavy objects or children up to 50 pounds.
5. Applicants must be able to perform routine cleaning activities such as sweeping, vacuuming and mopping floors, and use sanitizing agents.
6. Ability to use standard computer programming such as Microsoft Office (Word, Excel, PowerPoint, Outlook).
7. Ability to sit in automobiles and or airplanes for travel to conferences, seminars, and training. Some training may be on weekends or evenings.

Pursuant to Tribal Worker's Benefit Code, Section 4.02.A. "All workers shall disclose any pre-existing physical or mental disorder and/or disability that could potentially affect or impair the worker's ability to perform in a reasonable and safe manner the activities involved in the position in which they work. Disclosure shall be made in the employment application or interview before commencing employment or before commencing new job duties after job reclassification, reassignment, promotion, demotion, or other change in job duties. The content of such disclosure shall be made promptly by the covered worker after submitting a claim for benefits under this Code."

SELECTION PROCESS:

Tribal Personnel Policies Manual, Section 3.01: Employment Preferences

The Tribe's employment preferences shall be as follows:

1. Indian Preference. It shall be the policy of the Tribe to provide preference in hiring opportunities within the Tribal government to CTUIR members and to other Indians enrolled in federally recognized tribes. This CTUIR member and Indian preference shall be applicable in all employee hiring, promotion, and transfer decisions.
2. Veteran's Preference. It shall be the policy of the Tribe to provide preference in hiring opportunities to veterans honorably discharged from the United States Armed Forces.
3. The employment preferences set forth in this section shall apply to all Tribal programs regardless of the program's funding source, and shall apply to all classes of positions referenced in section 3.05.
4. Except for the employment preferences authorized under this section, it shall be the policy of the Tribe that no employee or job applicant shall be discriminated against in pursuit of employment or career growth due to race, color, religion, gender, sexual orientation, age or national origin.

All CTUIR Tribal positions are competitive. All employment applications and supportive employment material will be evaluated based on the relevance of the applicant's qualifications and experience as it applies to this position. Applicant's who demonstrate that they meet the minimum qualifications and experience most relevant to this position will be considered qualified to compete for this position and be eligible for an interview.

DRUG FREE WORKPLACE:

The Confederated Tribes of the Umatilla Indian Reservation has a "Drug Free Workplace Policy" and will conduct Pre-Employment Drug Testing. A pre-employment drug test is required before any employment offer is to be made. All tribal employees classified as safety sensitive are subject to random Alcohol and Drug testing pursuant to the Tribal Personnel Policies Manual.

APPLICATION DEADLINE:

Complete Tribal employment applications will be accepted until at 4:00 P.M., on the posted closing date as found on Page 1 of this announcement, or postmarked by that date. **ONLY THOSE TRIBAL EMPLOYMENT APPLICATION PACKETS WHICH ARE COMPLETE, WITH ALL ADDITIONAL**

REQUIRED INFORMATION, AS FOUND IN THE “REQUIRED EMPLOYMENT APPLICATION PACKET MATERIAL” BELOW WILL BE CONSIDERED. Employment application packets received after the application deadline will not be considered.

It is the responsibility of the applicant to provide sufficient evidence to show they fully meet the qualification requirements.

REQUIRED EMPLOYMENT APPLICATION PACKET MATERIAL:

1. Completed Tribal Employment application.
2. Cover letter explaining your qualifications and experience relevant to the functions of this position.
3. Personal resume identifying your qualifications and experiences relevant to the functions of this position.
4. Completed CTUIR’s Supplemental Application Form (both sections, if applicable)
5. High School Diploma/GED or copy of official college transcripts (if applicable).
6. Tribal and Indian preference: Must provide copy of Tribal Enrollment Card, Certificate of Indian Blood or such with Federally Recognized Tribe.
7. Veteran’s preference: Must provide proof of honorable service and discharge or completed Form DD214.

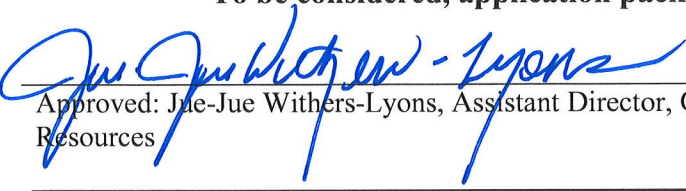
APPLICANT RESPONSIBILITY

It is the absolute responsibility of the applicant to provide sufficient evidence to show they fully meet the minimum qualification requirements. Applicants failing to meet the minimum qualifications are not granted interviews. If it is questionable as to whether an applicant meets the minimum qualifications, an interview may be granted solely to make that determination.

OBTAIN AND SUBMIT APPLICATION TO:

Confederated Tribes of the Umatilla Indian Reservation
Office of Human Resources
Staffing and Onboarding
46411 Timíne Way
Pendleton, OR. 97801
Phone: (541) 276-3570 or Fax: (541)276-9060

To be considered, application package must be post marked by the closing date.


Approved: Jue-Jue Withers-Lyons, Assistant Director, Office of Human
Resources

11-4-2020
Date

Applicant Review and Acknowledgement

I have read the foregoing position description and understand the requirements of the position for which I am applying. I further certify that I fully meet the minimum qualifications for the position as advertised. *(Original signature must be placed on file in the employee's personnel file when/if hired for this position.)*

Applicant Signature

Date

