

Hunters Point Boarding School, Inc.



Position Description SY 2023/2024

POSITION TITLE:	Cook	CONTRACT TERM:	10 Month
SUPERVISOR:	Support Services Director	CLASSIFICATION:	Classified
SALARY:	Classified	DATE APPROVED:	1/05/2023

PRIMARY RESPONSIBILITY:

Work in the Food Service Department, preparing and serving nutritious meals, and snacks to students. The Cook, in collaboration with the Support Services Director is responsible for the effective operation of the kitchen and maintain compliance with all requirements.

QUALIFICATIONS:

1. High School diploma/G.E.D. and certification in culinary arts or related field is required.
2. Two (2) years of work-related experience is required.
3. Work in an educational setting or school cafeteria is preferred.
4. Strong organizational skills with the ability to work in fast-paced environment is required.
5. Professional and effective communication skills is required.
6. Must pass physical examination.
7. Must be able to stand and walking for more than 6 hours a day.
8. Must be able to lift fifty (50) pounds.

RESPONSIBILITIES AND DUTIES:

1. Plan, prepare and cooks daily breakfast, lunch, and dinners.
2. Prepare special food items as need for field trips, school picnics, parties, and snacks.
3. Accommodate food allergies and special diets as prescribed by physician.
4. Develop and follow menu, substituting items only when necessary.
5. Record all cooking procedures on production sheet, documenting food temperatures, number of meals served, etc.
6. Ensure the HPBSI kitchen follows applicable tribal, state and/or federal health and safety requirements.
7. Set up clean serving lines to guarantee food safety.
8. Inventories, food orders, and submission of all reports is required.
9. Receive food and other supplies, ensuring safe storage, and rotating items in accordance with guidelines is mandatory.
10. Monthly, year-end reports, and other required documentation to ADE is required.

11. Assure proper care and maintenance of kitchen equipment.
12. Assist in monitoring student's behavior in the cafeteria.
13. Exhibit standards and behavior expected of staff at Hunters Point Boarding School, Inc. in accordance with the HPBSI Policy and Procedures Manual.
14. Exhibit cultural sensitivity and respect for all individuals at Hunters Point Boarding School, Inc.
15. Comply with all provisions in the HPBSI Policy and Procedures Manual and any duly adopted Governing Board amendments, directives, and policy modifications.
16. Promote and protect the safety and welfare of all Hunters Point Boarding School, Inc. students, staff, and stakeholders.
17. Report any problems that maybe a threat to the safety and wellbeing of HPBSI students, staff, stakeholders, or visitors.
18. Use and maintain any HPBSI property or equipment in good working order and report any problems to the appropriate supervisor.
19. Become familiar with and implement HPBS Emergency Response Plan, Re-entry Plan, and Continuity of Operations Plan (COOP) as necessary.
20. Possess a valid Driver's license with insurable driving record.
21. Maintain confidentiality as outlined in the HPBSI Policy and Procedures Manual.
22. Have or be able to obtain first aid/CPR certification, Defensive Driving- GSA certification, and a Navajo Nation Food Handlers Permit upon hire.
23. Pass a comprehensive background check by meeting the minimum standards of character as defined by the Indian Child Welfare and Protection Act.
24. Ability to communicate in Navajo is preferred.
25. Meet the minimum physical requirements required.
26. Perform additional duties as assigned.

PERSONNEL EVALUATION:

Performance of this position will be evaluated in accordance with provisions from the HPBSI Policy and Procedures Manual. This position description is subject to review and change as approved by the Governing Board. This position is based on funds available.

ACKNOWLEDGEMENT

By signing below, I acknowledge that I have read and understand this position description. I agree that I will perform these duties and responsibilities and that I meet the minimum qualifications.

EMPLOYEE SIGNATURE

DATE