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**Karuk Community Health Clinic**

64236 Second Avenue  
Post Office Box 316  
Happy Camp, CA 96039  
Phone: (530) 493-5257  
Fax: (530) 493-5270

**Karuk Tribe****Administrative Office**

Phone: (530) 493-1600 • Fax: (530) 493-5322  
64236 Second Avenue • Post Office Box 1016 • Happy Camp, CA 96039

**Karuk Dental Clinic**

64236 Second Avenue  
Post Office Box 1016  
Happy Camp, CA 96039  
Phone: (530) 493-2201  
Fax: (530) 493-5364

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## **Vacancy Announcement (Internal Posting)**

**Title:** On-Call Senior Nutrition Center Cook

**Reports To:** Senior Center Supervisor

**Location:** Happy Camp

**Salary:** \$12.00 per hour

**Summary:** The primary responsibilities of the Senior Nutrition Center Cook are to plan and implement a Monday-Friday senior nutrition program that meets Title III and Title VI senior nutrition program requirements serving elders in the community of Happy Camp, Siskiyou County. This program will be based in the Headway Building in Happy Camp, CA.

**Classification:** On-Call – As Needed, Part-Time (6 hours per day from 8:30 AM to 2:30 PM), Non-Exempt

### **Application Deadline: May 14, 2018 @ 5 PM**

Applications are available at all Tribal Offices or on the Internet at [www.karuk.us](http://www.karuk.us) The Karuk Tribe's **(TERO) Preference and Drug & Alcohol Policy** apply. If selected applicants must successfully pass a drug screening test and be willing to submit to a criminal background check.

Job descriptions are available online at: [www.karuk.us](http://www.karuk.us) or by contacting the Human Resources Department, Telephone (530) 493-1600 ext. 2041, Fax: (855) 437-7888,  
Email: [vsimmons@karuk.us](mailto:vsimmons@karuk.us)

# Position Description

**Title:** On-Call Senior Nutrition Center Cook / Home Bound Meal Delivery Driver

**Reports To:** Senior Center Supervisor

**Location:** Headway Building, Happy Camp

**Salary:** \$12.00 per hour

**Summary:** The primary responsibilities of the Senior Nutrition Center Cook are to plan and implement a Monday-Friday senior nutrition program that meets Title III and Title VI senior nutrition program requirements serving elders in the community of Happy Camp. This program will be based in the Headway Building in Happy Camp, CA.

**Classification:** On-Call – As Needed, Part Time (6 hours per day from 8:30 AM to 2:30 PM), Non-Exempt

## Responsibilities:

1. Plans and directs preparation and service of meals that meet Title III and Title VI senior nutrition program requirements.
2. Consults Senior Center Supervisor concerning issues affecting Elders' food habits and needs.
3. Completes menus, shopping lists, food budgets and all other forms/documents necessary for the State Food Program and meal preparation for elders.
4. Inspects meals served for conformance to prescribed diets and standards of palatability and appearance.
5. Shops for groceries and kitchen supplies and maintains an inventory of supplies.
6. Adheres to sanitation and safety requirements of the nutrition component and the IHS Environmental Health Survey.
7. Maintains kitchen in an orderly fashion and keeps sanitary.
8. Places items such as flatware, fruit juice, sugar, cream, milk and butter on tables.
9. Collects and stacks dirty dishes and returns to kitchen.
10. Washes dishes and cleans work area, tables, cabinets and ovens.
11. Collects and places garbage and trash in designated containers.
12. Prepares all types of cooked food such as meat, vegetables, soups, gravies and baked goods.
13. Portions food for serving.

14. Serves food in an appealing and acceptable manner.
15. Maintains all records in connection with inventory, menu maintenance and ordering of supplies. Inventory Control; Warehouse storage management; Menu planning; Food ordering; cleaning of pots and pans; Ability to lift weight up to 50 lbs.
16. Other job related duties as assigned.

**Qualifications/Requirements:**

1. Maintains all records in connection with inventory, menu maintenance and ordering of supplies. Inventory Control; Warehouse storage management; Menu planning; Food ordering; cleaning of pots and pans; Ability to lift weight up to 50 lbs.
2. Any combination of training and/or experience which demonstrates a potential to perform the duties of the position, including experience in:
3. Cooking for large groups of people and training in nutrition.
4. Knowledge and experience in large quantity and progressive cookery. Ability to assist in menu implementation through proper and accurate ordering of supplies and food stuff. Knowledge of the use and care of basic kitchen equipment. Knowledge and sensitivity to the needs of the elderly.
5. Knowledge of Food Program Requirements, ability to judge food quality, knowledge of quantity food buying and cooking, use of different types of kitchens utensils and equipment.
6. Able to read and write clearly and perform basic math.
7. Able to demonstrate sound and mature judgment.
8. Ability to accept supervision and work independently.
9. Food Handlers Certification or begin process of acquiring one.
10. Evidence of no pulmonary T.B.; Evidence of Hepatitis Immunization.
11. Demonstrated knowledge of elder's nutritional requirements; demonstrated ability to follow federal nutrition program guidelines and to plan and implement a senior nutrition program that is compliant with federal grant management guidelines.
12. Demonstrated ability to work with Native American people in culturally diverse environments; knowledge of/respect for Karuk Tribal traditions and values; heartfelt commitment to the health and welfare of Tribal and other elders.
13. Demonstrated ability to work well in culturally diverse environments; demonstrated cultural competence and commitment to serving Tribal communities.
14. Must have valid California driver's license and good driving record; must be insurable by the Karuk Tribe of California.

15. Must adhere to all Tribal policies, including confidentiality of information and alcohol/drug-free workplace.
16. Current CPR and First Aid certification OR willingness to obtain them within 90 days of hire.
17. Ability to lift 50# weight, ability to bend, lift, reach, stoop, pull, push, twist, and kneel without restriction.
18. Must successfully pass a pre-employment drug and alcohol screening test.

**Tribal Preference Policy:** In accordance with the TERO Ordinance 93-0-01, Tribal preference will be observed in hiring.

**Veteran's Preference:** It shall be the policy of the Karuk Tribe to provide preference in hiring to qualified applicants claiming Veteran's Preference who have been discharged from the United States Armed Forces with honorable and under honorable conditions.

**Council Approved: Revised November 2, 2005.**

**Chairman's Signature:** \_\_\_\_\_

**Employee's Signature:** \_\_\_\_\_