



Job Description

EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER

POSITION: Head Cook DEPARTMENT: Heritage Place Parshall Lucky Mound SALARY: DOQ CLASSIFICATION: Non-Exempt	FLSA STATUS: FT-Permanent LOCATION: Mandan, Hidatsa, & Arikara Nation- Parshall, ND OPENING DATE: October 27, 2022 CLOSING DATE: Until filled
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POSITION SUMMARY:

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Under the general supervision of the Administrator, this position is a full-time position responsible for leading the entire commercial kitchen operations of the assisted living facility. The Head cook will provide food services and dining for residents and staff in compliance with state and federal regulations. Responsibilities include managing inventory, budgeting, menu planning, training, and plating. Coordinates daily menus, recipes, and dietary needs of twenty residents residing at Heritage Place Parshall Lucky Mound. Responsibilities include supervising kitchen staff on all culinary activities, overseeing daily kitchen operations, and ensuring high-quality food products.
2. This position is responsible for proper food prep, cooking, and food service while recognizing special diets and residents' dietary needs and requests. Maintains work area correctly, maintains kitchen sanitation and safety standards, oversees, and performs the cooking of all foods, and may require special meals for events and catering.
3. Responsible for managing budget, expenses and costs, inventory, supplies, and kitchen protocol to meet food safety legal requirements and state and federal regulations. Inspects food, supplies, and equipment to maintain stock levels and ensure standards for quality. Assists with food and beverage delivery contents to verify quality and quantity. Checks food and water temperatures and ensures that temperatures are documented as required. Maintains dietary menu and monitors food preparation methods and portion sizes, with integration and awareness of residents' individual nutritional needs.
4. Responsible for providing exemplary service to residents, families, and guests, ensuring all feel welcome and receive responsive, friendly, and courteous service while maintaining awareness of specific residents' special dietary or nutritional requirements. Responsible for staff training and oversight on proper food preparation techniques, proportion sizes, operation of kitchen equipment, safety procedures, and sanitation to ensure quality standards and service. The Head



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cook will maintain the daily documentation of dietary needs, menus, and boards required for licensure.

5. And other duties as assigned.

NOTE: The duties listed are not intended to be all-inclusive. Tasks assigned to any individual employee are at the discretion of the appointing authority.

SUPERVISORY REQUIREMENTS:

Responsible for supervising support staff and prep cook, the Administrator may assign housekeeping staff to the kitchen as needed.

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge

- Commitment to excellence
- Extensive knowledge of commercial kitchen equipment
- A genuine passion for cooking and service
- Ability to skillfully multitask
- Budgeting for expenses and managing employees
- Knowledge of developing and preparing creative, cultural, and innovative recipes

Skills

- Solid, dependable skill set with culinary arts
- Enjoys food
- Motivates kitchen staff and develops a constructive and cooperative working environment.
- Works well independently and as a team
- Creates a positive impact on the lives of others
- Excellent communication skills
- Professionalism
- Time management skills to ensure efficiency in meal preparation and service.

Abilities

- Ability to operate several types of commercial kitchen equipment
- Ability to follow all safety rules, regulations, policies, and procedures of the facility
- Ability to work long shifts overseeing the preparation and serving of meals



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MINIMUM QUALIFICATIONS AND EDUCATION:

- High school diploma, GED, culinary degree
- Two years of commercial kitchen cooking experience
- Valid driver's license
- Current SERV Safe certification or equivalent

WORKING CONDITIONS:

- Prolonged periods of cooking, standing, bending, stretching, pushing, pulling, lifting, or serving
- Must be flexible, dependable, and available to work overtime.
- Physically agile and dexterous.
- Self-motivation and the ability to work autonomously.
- Physical strength and stamina.
- Must be able to lift fifty pounds at a time.

Note: The statements herein are intended to describe the general nature and level of work being performed by employees and are not to be construed as an exhaustive list of responsibilities, duties, and skills required of personnel so classified. Furthermore, they do not establish an employment contract and are subject to change at the employer's discretion.

Preference will be given to bona fide American Indian applicants under TAT policies and Federal Indian regulations for such preference.

THE MANDAN, HIDATSA, AND ARIKARA TRIBES DO NOT DISCRIMINATE BASED ON RACE, COLOR, NATIONALITY, SEX, RELIGIOUS PREFERENCE, AGE, HANDICAP, MARITAL STATUS, POLITICAL PREFERENCE, GENETICS, OR MEMBERSHIP OR NON-MEMBERSHIP IN AN EMPLOYEE ORGANIZATION, EXCEPT AS ALLOWED BY THE INDIAN PREFERENCE PROVISION OF THE CIVIL RIGHTS ACT OF 1964, AS AMENDED AND NORTH DAKOTA HUMAN RIGHTS ACT.

PERSONS OF INDIAN ANCESTRY WHO ARE AT LEAST 1/4 DEGREE AND WISH TO CLAIM INDIAN PREFERENCE SHOULD SUBMIT A COPY OF THEIR TRIBAL ENROLLMENT CERTIFICATE INDICATING THEIR DEGREE OF INDIAN BLOOD AND AGENCY ENROLLED.

All interested persons must submit the following information:

- * TAT Application
- * Copies of

- Diplomas/Certificates and Transcripts
- Driver's License & Social Security Card
- Indian or Veteran Preference documents (If applicable)

Submit all necessary information to one of the following addresses:



Three Affiliated Tribes/MHA Nation
Human Resource Department
404 Frontage Road
New Town, ND 58763
Ph# 701-627-4781
Fax# 701-627-2960

Job Description

Job Services of North Dakota
P.O. Box 477
New Town, ND 58763
Ph# 701-627-4390