

Position Title: **Title VI Cook** **Status: Regular, 32 hrs up to 40 hrs, Non-Exempt**

Reports To: Title VI Director

Position In The Tribal Organization:

The Title VI Cook is employed by the Passamaquoddy Tribe Through the Title VI budget. The Title VI Cook will work in the kitchen located at the Elderly Center. He/She/Them are under the immediate supervision of the Title VI Director, works closely with Title VI Assistant Cook, Nutritionist and meal delivery drivers. This position supervises no other employees.

Role:

The cook is responsible to prepare balanced meals and desserts that meet the nutritional guidelines of the Title VI program. The Title VI Cook oversees all kitchen operations, maintains safe clean and sanitation of the kitchen and dining area, ensures safe food preparations, storage and disposal in accordance with food handling guidelines and food safety regulations.

Duties and Responsibilities:

The primary duties and responsibilities for the Title VI cook includes, but not limited to, the following.

- ❖ Prepares meals in accordance with Nutritional Assessments, the ADA Standards, and ServSafe.
- ❖ Maintain health standards for food storage, rotation, quality and appearance.
- ❖ Oversees the daily process of operating a kitchen.
- ❖ Setting up work stations with all needed ingredients.
- ❖ Must wear a hair net or chef's cap at all times, clean appearance and good hygiene skills.
- ❖ Maintain cleanliness in the kitchen, dining, and storage area to ensure compliance with applicable health codes and regulations.
- ❖ Complies with regular sanitation for stove top, oven refrigerator and other appliances.
- ❖ Ensures a safe and healthy environment.
- ❖ Attends meetings and/or workshops which are relevant to the duties of the Title VI Cook.
- ❖ Other duties as assigned

Qualifications:

- ❖ Associates degree in Culinary Art is preferred but not required. OR 2 years cooking experience.
- ❖ Knowledge of nutritional values.
- ❖ Experience in using cutting tools, cookware, and bakeware.
- ❖ Knowledge of various cooking procedures and methods.
- ❖ Ability to work as a team.
- ❖ Certification of ServSafe OR Obtain a ServjSafe certification within one year of date of hire
- ❖ Divers License preferred.

Deadline:

- 1. Completed Application**
- 2. Current Resume**
- 3. 3 letters of recommendations**