

Job Title: IKAYUQTI COOK
Reports to: Administrator
Status: Full-time, non-exempt, hourly
Wage: DOE
OPEN:
CLOSE: UNTIL FILLED



JOB SUMMARY

Responsible for planning and preparation of three (3) meals plus snack per day for residents and employees of Ikayuqti. Meals must meet the recommended number of servings of each food type set by the United States Department of Agriculture, the Food Guide Pyramid, as revised in October 1996. Shall maintain sanitary facilities for the proper care, storage, refrigeration and preparation of food. Shall keep written record of each day's menu, and keep menus on file for at least one year for review by licensing agency. Duties must be in manner consistent with the mission, philosophy and values of Ikayuqti as well as policies of Ikayuqti, the State of Alaska and Federal regulations pertaining to assisted living facilities, including sanitation and universal precautions.

ESSENTIAL QUALIFICATIONS

- High School diploma or GED certificate
- Must pass Background Check
- Must obtain and pass TB clearance
- Currently has Alaska Driver's License and never had license denied or revoked
- Currently holds a valid food handler permit
- Must have two (2) employer references, three (3) character references and a resume
- The duties and responsibilities are not an all-inclusive list, but rather a general representation of the duties and responsibilities associated with this position. The duties and responsibilities will be subject to change based on organizational needs and/or deemed necessary by the supervisor.

SKILLS AND ABILITIES

- Ability to work individually, as well as a team member
- Ability to get along with residents of facility and employees of facility.
- Ability to keep neat, clean records.
- Ability to plan and prepare meals for residents and workers at facility.
- Ability to keep work area clean and sanitary.

PHYSICAL DEMANDS

- Extensive walking
- Lift/push up to 50 pounds
- Good general health and ability to prepare meals in timely fashion

DUTIES AND RESPONSIBILITIES include, but are not limited to the following:

- Maintain sanitary kitchen and proper care and storage of foods
- Coordinates with Administrator in planning and ordering monthly foods in order to meet dietary needs of residents; also ensure that sufficient food and other supplies are met
- Plan and prepare three meals plus snack daily, following USDA guidelines
- Shall keep written record of each day's menu, and keep on file for one year

NVU recognizes Alaskan Native and Native American preference in its hiring and employment policies.

- Maintains sanitation, universal precautions and recommended food handling
- Maintains confidentiality, attends and participates in staff meeting
- Assists in training temporary kitchen staff

Please submit an application to be considered for this position. Application may be submitted via mail, fax, in person, or by email.

Native Village of Unalakleet
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