

JOB VACANCY ANNOUNCEMENT

Opening Date:	July 23, 2018	Closing Date:	Until Filled
Position:	<u>Cook</u>	Reports to:	Dietary Manager
Salary/Wage:	Grade 6; \$23.47 - \$25.91/HR DOE	Department:	Dietary
Hours:	Varies based on schedule	Location:	SSMH

Brief Summary:

Responsible for the preparation and service to provide nutritionally adequate and culturally acceptable food to in-patients and authorized staff by performing the following duties, monitoring sanitation and meal count, meeting Joint Commission and other applicable standards.

Qualifications:

To perform this job successfully, an individual must be able to perform each essential job duty satisfactorily. The requirements listed below are representative of the knowledge, skills, and abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education/Experience:

- High school diploma or general education degree (GED).
- Ability to lift or carry 50 lbs. of equipment.
- Must have Serve Safe Food Handler Card or be able to obtain within 6 months of being hired.
- Two (2) to five (5) years professional cooking experience.
- Knowledgeable of commercial kitchen cleanliness requirements.
- Must be Reliable and dependable.
- Experience with operating dishwasher machinery.
- Attend and pass various training requirements related to hospital safety, infection control, bloodborne pathogens, etc.

Desired Knowledge, Skills and Abilities:

- Knowledge of basic math.
- Ability to follow instructions.
- Ability to read, understand, and follow recipe directions, diet orders, and work assignments.
- Ability to handle minimum of 90 meals per day
- Ability to be as economical as possible when preparing meals.
- Ability to cook large quantities of food within allowed prep time and ready by scheduled serving times (breakfast, lunch, and dinner).
- Knowledge of therapeutic diets.
- Ability to work independently.
- Ability to adhere to safety regulations.
- Ability to work with chemicals and cleaning agents.
- Ability to work weekends and holidays from 11am-7pm.
- Work ethically and professionally; treat people courteously and respectfully.
- Identify and resolve problems in a timely manner.
- Ability to manage competing demands; able to deal with change, delays or unexpected events.
- Effective oral communication skills.
- Support ASNA's mission and goals; follow all policies and procedures.

Contact: Human Resources Department, Arctic Slope Native Association, Ltd.

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This vacancy announcement has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to the job. Arctic Slope Native Association, Ltd. exercises its rights in Native Hire Preference, Contracting/Subcontracting and Employment Practices applicable by law.