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LA JOLLA BAND OF LUISEÑO INDIANS
22000 Hwy 76 * Pauma Valley, CA. 92061
(760) 742-3771 * Fax (760) 742-1704

Norma Contreras
Treasurer

William C. Nelson II
Council Member

Job Description

JOB TITLE: GENERATIONS Program Food Cook
LOCATION: La Jolla Tribal Hall
REPORTS TO: Education Director/ Tribal Administrator
EMPLOYMENT TYPE: Part-Time/Non-Exempt 12-15 hours per Week. 2pm – 5 pm

SUMMARY

The general responsibilities of the Foods Coordinator is to plan, organize, shop and prepare all meals and /or snacks served at the after school program. The person must have some experience preparing and cooking for large groups. Previous experience with a similar feeding program is helpful. The position must be able maintain a consistent schedule as well as a professional attitude and serve as a role model to the kids in the program. The employee must participate in all program areas as specified by the Department Director. Must be reliable and in good attendance. All specific duties cannot be listed and responsibilities will change accordingly as the need arises. Must maintain an attitude of cooperation with all employees, youth and families.

DUTIES AND RESPONSIBILITIES

Although other duties may be assigned, the essential duties include the following:

- ❖ **Plan for meals, prepare monthly menus**
- ❖ **Follow all guidelines from the California Nutrition Program**
- ❖ **Complete all monthly reporting and trainings as determined by Summer Food and CA At Risk Meals program**
- ❖ **Be very organized and able to maintain detailed reports and food logs**
- ❖ **Understand portion sizes and nutritional labels to meet the requirements of the California Nutrition Program**
- ❖ **Maintain a high level of cleanliness in the kitchen**
- ❖ **Must clean up each day after each meal is served**
- ❖ **Purchase all food required for the program weekly or bi-weekly**
- ❖ **Attend staff meetings as requested**
- ❖ **Establish and maintain rapport with the student(s).**
- ❖ **Serve as a role model for students**
- ❖ **Required to attend trainings**

EDUCATION

- ❖ First Aide Certification
- ❖ High School Education
- ❖ Food Handlers Card must be obtained

EXPERIENCE

- ❖ Previous experience preparing and serving food for large groups
- ❖ Working with a similar feeding program
- ❖ Working in a busy atmosphere with youth of all ages

QUALIFICATIONS

- ❖ Must hold a Valid Driver License and be eligible to be added on to the Tribe's auto insurance policy
- ❖ Detailed oriented, organized and able to maintain reports and logs as required by grants
- ❖ Effective written and oral communication skills.
- ❖ Able to multi-task

REQUIRED

- ❖ T.B. Test Results
- ❖ Current California Drivers License or California Identification - driving record will be evaluated
- ❖ Social Security Identification
- ❖ All applicants are required to complete the pre-screen Background Clearance and Drug Testing.
- ❖ Native American preferable and an Equal Opportunity Employer 25 U.S.C.S. 472 et. Seg.

Application Deadline: Open until filled
(Posted November 7, 2018)
Job Start Date: ASAP