



PECHANGA INDIAN RESERVATION

Temecula Band of Luiseño Mission Indians

Post Office Box 1477 • Temecula, CA 92593
Telephone (951) 770-6000 Fax (951) 695-1778

JOB ANNOUNCEMENT

POSITION TITLE:	<u>Assistant Cook</u>	OPENING DATE:	<u>March 7, 2018</u>
CLASSIFICATION:	<u>Full-Time</u>	FILING DEADLINE:	<u>March 16, 2018</u>
STATUS:	<u>Non-Exempt</u>	DEPARTMENT:	<u>Pechanga School</u>
RATE OF PAY:	<u>DOE</u>	SUPERVISOR:	<u>Principal</u>

SUMMARY:

Chàmmakilawish School Assistant Cook must assist in the planning, preparation and serving of daily lunches, snacks and specialty foods for the students of the Pechanga School. In addition to the daily responsibilities, the Assistant Cook will also assist with the planning and preparation of food for school events and celebrations.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Follow all current kitchen S.O. P.'s
- Assist in planning of daily lunches and assist with serving all students lunch, snacks and specialty foods.
- Preparation and execution of daily lunches: ensuring that every meal, every day is made fresh with the healthiest products in mind.
- Prepare for special activities, snacks, refreshments (field trips, field days, school celebrations, etc.) This requires the planning, decorating and shopping for all necessary items needed to ensure the success of the celebration.
- Integration of Luiseño language in the lunch room, menu items, and verbal interactions with students.
- Must interact positively with students.
- Rotate food items in accordance with expiration dates.
- Clean and inspect galley equipment, kitchen appliances, and work areas to ensure cleanliness and functional operation after daily lunches.
- Comply with the standards for food handling, food production, and food storage at all times.
- Must follow all CA ServSafe TTC's (Time, Temp Controls) standards.
- Per appropriate standards, clean the school kitchen, including all prep areas, eating areas, dry storage, coolers, refrigerators, and sink/washing areas.
- Must use the required and appropriate products per CA ServSafe standards.
- Watch gauges, dials, or other indicators to make sure a machine is working properly

QUALIFICATIONS, EDUCATION AND EXPERIENCE:

- High School Diploma or GED preferred
- Must complete and maintain ServSafe Food Handler certification.

Hiring Preference: The Pechanga Tribal Government is an equal opportunity employer. Consistent with federal law, the Pechanga Band of Luiseno Indians applies Indian preference in employment. It is the policy of the Pechanga Tribal Government to give preference in hiring, promotions, and transfers into vacant positions to qualified applicants in the following order: 1) Pechanga Tribal Members; 2) Pechanga Tribal Member Spouses; 3) non-member American Indians. **At-Will Employment:** Employment with the Pechanga Tribal Government is at-will and can be terminated with or without cause, and with or without notice, at any time, either at the option of the employee or the Pechanga Tribal Government. **Drug Testing:** The Pechanga Tribal Government is a drug-free workplace. All employees are subject to drug testing. **Background Investigation:** All candidates and employees may be subject to a background investigation.

- Ability to physically interact with active school age children, parents, staff and the greater Pechanga community.
- Demonstrated ability to develop constructive and cooperative working relationships with others, and maintaining them over time.
- Must be of good character, patient, and personable.
- Be a positive role model for children.
- Certified in child and infant CPR required within 3 months of start date and maintained throughout employment with the Chammakilawish School.
- Experience in childhood development preferred.
- Must be able to lift 50 pounds.
- This position must comply with the Pechanga Tribal Government's Drug-Free Workplace Policy. This includes: pre-employment testing, post-accident or injury, and random testing.
- Must successfully pass a pre-employment background investigation.

BENEFITS:

The Pechanga Band offers a comprehensive and competitive benefit package for all full-time employees. Benefits include the following:

- **Retirement** - 401(k) retirement plan with a generous employer match
- **Health & Wellness Coverage** - Medical, dental and vision coverage
- **Life and Long Term Disability** - \$25,000 employer paid life and Long Term Disability
- **Flexible Spending Accounts** – Healthcare and Dependent care reimbursement accounts
- **Supplemental Life and Accidental Death and Dismemberment (AD&D) Insurance**
- **Supplemental Coverage** – Disability, Accident, Cancer, Life, and Hospital Confinement
- **Legal Shield and Identity Shield**
- **Pet Insurance**
- **Education Reimbursement Opportunities** – For pre-approved specific, job related education
- **Employee Assistance Program (EAP)** – Face-to-face counseling, Legal assistance, Financial assistance, ID recovery, Tobacco cessation, Dependent care and Daily living resources, and Crisis consultation

COMPLETE JOB DESCRIPTION AND APPLICATIONS ARE AVAILABLE AT:

PECHANGA GOVERNMENT CENTER
12705 PECHANGA ROAD TEMECULA, CA 92592
WWW.PECHANGA-NSN.GOV

Hiring Preference: The Pechanga Tribal Government is an equal opportunity employer. Consistent with federal law, the Pechanga Band of Luiseno Indians applies Indian preference in employment. It is the policy of the Pechanga Tribal Government to give preference in hiring, promotions, and transfers into vacant positions to qualified applicants in the following order: 1) Pechanga Tribal Members; 2) Pechanga Tribal Member Spouses; 3) non-member American Indians. **At-Will Employment:** Employment with the Pechanga Tribal Government is at-will and can be terminated with or without cause, and with or without notice, at any time, either at the option of the employee or the Pechanga Tribal Government. **Drug Testing:** The Pechanga Tribal Government is a drug-free workplace. All employees are subject to drug testing. **Background Investigation:** All candidates and employees may be subject to a background investigation.