



PECHANGA BAND OF INDIANS

Pechanga Indian Reservation

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Tribal Chairman:
Mark Macarro

Council Members:
Raymond J. Basquez Jr.
Louise Burke
Catalina R. Chacon
Marc Luker
Joseph Murphy
Michael A. Vasquez

Tribal Secretary:
Jasmine Torres

Tribal Treasurer:
Amy Minniear

JOB DESCRIPTION

POSITION: Assistant Cook
STATUS: Non-Exempt
CLASSIFICATION: Full-Time
DEPARTMENT: Pechanga School
SUPERVISOR: Principal
POSITION CATEGORY: A
RATE OF PAY: DOE

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.
- Must adhere to all policies and procedures of the Pechanga Tribal Government and the Pechanga Chàmmakilawish School Handbook, specifically as it pertains to the personal appearance guidelines and also wearing safe, appropriate kitchen attire.

Hiring Preference: The Pechanga Tribal Government is an equal opportunity employer. Consistent with federal law, the Pechanga Band of 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.

The list of duties and responsibilities above is not an exhaustive list. In addition to the duties and responsibilities listed above, the employee will be required to perform other job-related duties, as assigned, that are consistent with the employee's job position and qualifications.

QUALIFICATIONS, EDUCATION AND EXPERIENCE:

- High School Diploma or GED preferred
- Must complete and maintain ServSafe Food Handler certification.
- 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, and random testing.
- Must successfully pass a pre-employment background investigation.

KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of food preparation equipment and food storage/handling techniques.
- Ability to develop constructive and cooperative working relationships with others, and maintain them over time.
- Ability to inspect equipment, structures, or materials to identify the cause of errors or other problems or defects.
- Ability to manage one's own time.
- Ability to remember and keep track of all student allergies.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. The Pechanga Tribal Government may, upon request and in its sole discretion, grant an accommodation it deems reasonable and necessary to enable an employee with a disability to perform the essential functions of the job.

While performing the duties of this job, the employee is frequently required to stand for long periods of time, and talk or hear. They must be able to speak the English language, speak clearly so listeners can understand and understand the speech of another person. The employee is frequently required to use hands to finger, handle, feel or grasp objects; and reach with hands and arms. The employee must frequently lift and/or move up to 35 and occasional up to 50 pounds. On occasion, the employee will need to stand on step ladders.

Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and the ability to adjust focus. The employee is required to be able to see the differences between colors, shades and brightness and be able to see details that are less than a few feet away.

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WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. The Pechanga Tribal Government may, upon request and in its sole discretion, grant an accommodation it deems reasonable and necessary to enable an employee with a disability to perform the essential functions of the job.

This job operates in a kitchen and food preparation environment. Appropriate attire that is conducive to a school kitchen is required. This role routinely uses cutlery, commercial food choppers, slicers, warmers, ovens and scales and works near hot ovens, grill and stoves. The noise level in the work environment is usually moderate to loud while in the kitchen and moderately noisy during meal times, events, and when outdoors.

Employee's acknowledgement: I acknowledge by my signature below, that the duties listed on this job description represent those tasks falling within my immediate responsibility. I understand that the Pechanga Tribal Council has the right to change this job description at any time with or without prior notice. I further understand and agree that my employment relationship with the Pechanga Tribal Government is a consensual commercial relationship taking place on tribal land within the Pechanga Indian Reservation and, as such, is subject to the jurisdiction and sovereign laws of the Pechanga Band of Indians.

Signature of Employee

Date

Print name of employee

Signature of Employee's Manager

Date

Print name of employee's manager

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