



Muscogee (Creek) Nation
Human Resource Management Services

Employee Requisition

PO BOX 580
 OKMULGEE, OK 74447
 Telephone (918) 732-7827
 Toll-Free (800) 482-1979
 Fax (918) 756-2284

Submitted Date 11/30/2020	Employee Requisition Number	JOB OPPORTUNITY	
Title/Position: FOOD TRUCK COOK AIDE/DRIVER			
Pay Grade HG 6	Salary Range \$21,112-25,916	Classification Hourly	
Department: ELDERLY NUTRITION	Location: Okmulgee	Location Code: 901	FT/PT 2-Part-time

COMPLETED EMPLOYMENT APPLICATION IS REQUIRED.
MUSCOGEE (CREEK) AND INDIAN PREFERENCE.

General Summary:	Works under the supervision of the Food Truck Cook & Program Manager while performing a full range of food truck cooking and procedures for the participants of the Elderly Nutrition Program. The Food Truck Cook Aide/Driver is the front line face of the food truck, so they must be attentive and responsive to the Elderly Nutrition participants.
Principal Duties and Responsibilities:	<ol style="list-style-type: none"> 1. Assists the Food Truck Cook in scheduling and preparing food to have all items ready for service at the specified times. 2. Able to drive the food truck to designated rural sites to serve meals. 3. Performs proper check of food truck and equipment before traveling to designated rural sites. 4. Posts the menu daily and will greet participants as they approach the truck. 5. Helps the Food Truck Cook maintain required reports and data. 6. When workload requires, pre-rinses and washes dishes, glasses, silverware, trays, and cooking utensils. 7. Stocks the bags, condiments, and to-go containers in the food truck. 8. Must be on feet for long periods of time. 9. Must be professional and friendly, a team player, an effective communicator with the clients and staff, and quick thinking. 10. Must have basic math skills and have great attention to detail. 11. Maintains high personal hygiene standards and all required safe food handling practices. When necessary, participates in maintaining the cleaning schedule of equipment and food storage areas. Ensures that established sanitation and safety standards are maintained. 12. Regular attendance is required. 13. Performs other duties as required.
Minimum Requirements:	High School Diploma or GED. Knowledge of food preparation on a large scale. Experience operating a food truck.
Preferred Requirements:	Associate Degree with emphasis in nutrition or closely related field.
Valid Oklahoma Driver's License	Yes



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required?	
Please list any additional licenses required:	Must possess a valid Food Handler's Permit, Driver's License and must be insurable.

Competencies:

- Customer Service:** Responds promptly to customer needs.
- Interpersonal Skills:** Maintains confidentiality; Keeps emotions under control.
- Oral Communication:** Speaks clearly and persuasively in positive or negative situations; Participates in meetings.
- Written Communication:** Writes clearly and informatively; Able to read and interpret written information.
- Teamwork:** Balances team and individual responsibilities.
- Visionary Leadership:** Inspires respect and trust.
- Ethics:** Treats people with respect; Keeps commitments; inspires the trust of others; Works with integrity and ethically; Upholds organizational values.
- Organizational Support:** Follows policies and procedures; Supports organization's goals and values.
- Quality:** Demonstrates accuracy and thoroughness.
- Quantity:** Completes work in timely manner.
- Safety and Security:** Observes safety and security procedures.
- Attendance/Punctuality:** Is consistently at work and on time; Ensures work responsibilities are covered when absent; Arrives at meetings and appointments on time.
- Dependability:** Follows instructions, responds to management direction.

Physical Demands:

While performing the duties of this Job, the employee must regularly lift and /or move up to 10 pounds and occasionally lift and/or move: Up to 50 lbs. Up to 100 lbs. Over 100 lbs.
 Physical Exam Required

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing essential functions of this job.

While performing the duties of this Job, the employee is regularly exposed:

- Fumes or airborne particles Outside weather conditions Toxic or caustic chemicals
 Risk of electrical shock Vibration Loud Noise

Disclaimer:

The above statements are intended to describe the general nature and level of work being performed by people assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

Public Relations:



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Important attributes of any employee of the Muscogee Nation, along with the official performance of duties, are personal appearance and public relations. Each employee is expected to make every effort to be well-informed about the institution, pleasant, courteous and cooperative, and to act in a manner to command respect of co-workers and all other personnel. An optimistic attitude, patience and tolerance will help each employee in nearly all situations at the institution.