



**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 02/09/2021	Employee Requisition Number	<b>JOB OPPORTUNITY</b>	
Title/Position: <b>COOK</b>			
Pay Grade SG 6	Salary Range \$21,112-25,916	Classification Full Time	
Department: HEADSTART OKEMAH CENTER	Location: Okemah	Location Code: 108C	FT/PT 1-Full Time

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

General Summary:	<p>Works as a team member, under the direct supervision of the Site Supervisor.</p> <p>Adheres to guidelines set in Muscogee (Creek) Nation Head Start Policies and Procedures manual. Follows guidelines for Federal, State and Tribal regulations.</p> <p>Purchases all groceries and supplies used by the center kitchen operation</p> <p>Must be able to lift up to fifty (50) pounds and be able to stoop, bend, stretch and climb</p> <p>Operates all kitchen equipment used in food preparation in accordance to the safety requirement</p>
Principal Duties and Responsibilities:	<p>Prepares a variety of meat, poultry, vegetables, fruits, salads, and breads for breakfast, lunch and afternoon supplement according to established menus.</p> <p>Ensures that special meals are prepared for children with special nutritional needs.</p> <p>Must have good organizational and interpersonal skills</p> <p>Cleans, sanitizes and maintains kitchen and kitchen equipment, dining tables, floors, garbage and trash containers in accordance with State and Local licensing and sanitation standards.</p> <p>Use appropriate guidelines for estimating amounts of food needing to be prepared.</p> <p>Ensure that all leftovers are disposed of per policy.</p> <p>Properly stores all food to reduce any deteriorations or infestations.</p>



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Attends all mandatory trainings, workshops and professional development throughout the year and implement knowledge and techniques gained.

Assist teachers in developing and implementing creative and interesting food and cooking experiences for the Head Start children in the center and on field trips.

Must be familiar and knowledgeable of the nutritional requirements of the USDA Child and Adult Care Food Program (CACFP). Maintains all records, required by CACFP, USDA, and the Head Start Program.

Must participate in the Annual Community Assessment and program self-assessment.

Must submit all end of the month reports pertaining to food service to the Center Supervisor and Nutrition Specialist by time specified from the Nutrition Specialist. The monthly report includes reimbursement sheet, all food and kitchen supplies invoices/receipts, original completed food purchasing forms, attendance sheet, meal count worksheet and other paperwork upon request.

Each cook is responsible for submitting a daily cleaning checklist weekly to the Facilities Supervisor.

Must wear hair covering of some type (cap or hair net) when in the kitchen, cooking and/or serving food.

Meals for the children must be served on time.

Must keep a daily accurate count for meals served to the enrolled children.

Maintains strict confidentiality regarding children, their families, and other staff members.

Must sign statement of compliance and confidentiality.

Must sit in dining room and/or classroom with the teachers and children during meal times.

Must be familiar with the Performance Standards.

Mandated child abuse and neglect reporter

Upon hire, must obtain an initial TB skin test and physical, submit to the Head Start Administrative Office, and thereafter obtain a physical annually.

Must obtain a CDL License within the first six (6) months of employment.



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	<p>Must obtain Food Handlers Permit and CPR/AED, MAT &amp; First Aide card as scheduled by the program.</p> <p>Performs all other duties as assigned by the Manager, Program Coordinators/Specialist and Center Supervisor related to program philosophy.</p>
Minimum Requirements:	<p>High School diploma or GED.</p> <p>Must possess a valid Oklahoma Driver's License</p> <p>Must pass background check and fingerprinting</p> <p>Experience in preparation of meals and knowledge of balanced meals and nutrition.</p>
Preferred Requirements:	<p>Associate's Degree in Culinary and Food Management.</p> <p>CDL</p>
Valid Oklahoma Driver's License required?	Yes
Please list any additional licenses required:	

**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.



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#### **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:**

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.