



SAFETY SENSITIVE POSITION

**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 08/18/2023	Employee Requisition Number ER-23510	JOB OPPORTUNITY	
Title/Position: COOK AIDE			
Pay Grade SG 9	Salary Range \$28,308-36,940	Classification Full Time	
Department: HEADSTART TULSA CENTER	Location: Tulsa	Location Code: 108D	FT/PT 1-Full Time

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

General Summary:	<p>Work effectively as a team member, under the direct supervision of the Cook and Center Supervisor.</p> <p>Must have good organizational, interpersonal, and time management skills.</p> <p>Adheres to guidelines set in Muscogee (Creek) Nation Head Start Policies and Procedures, Muscogee Nation Policies and Procedures, DHS Child Care Licensing requirements and federal and state guidelines as related to Head Start.</p> <p>Must be familiar and knowledgeable of the nutritional requirements of the USDA Child and Adult Care Food Program (CACFP).</p> <p>Must be able to lift up to (50) fifty 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>Assists in purchasing groceries and supplies used by the center kitchen operation.</p> <p>Assists in preparing a variety of meat, poultry, vegetables, fruits, salads, and breads for breakfast, lunch and afternoon supplement according to established menus.</p> <p>Assists in ensuring that meal adjustments for children with special dietary needs as defined by child's physician are accommodated.</p> <p>Assists in cleaning, sanitizing and maintaining kitchen and kitchen equipment, dining tables, floors, and garbage containers in accordance with State and Local licensing and sanitation standards.</p>



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Assists the cook in maintaining all records, as required by CACFP, USDA, and Muscogee (Creek) Nation Head Start Program.

Must keep a daily accurate count for meals served to the enrolled children and posted in the kitchen, submitting legible handwritten copy with monthly report.

Assists in submitting all monthly reports pertaining to food service to the Center Supervisor. All monthly reports submitted to the Administrative office by the fifth of the month. The monthly report includes reimbursement sheet, all food and kitchen supplies invoices/receipts, and original completed food purchasing forms, attendance sheet, meal count worksheet, food inventory and other paperwork upon request.

Properly stores all food to reduce any deteriorations or infestations. Rotating, dating stock upon arrival and monitoring expiration dates to ensure no food loss.

Assist the Cook in maintaining food, supplies and kitchen equipment inventories.

Assist the Cook in Developing and implementing creative and interesting food and cooking experiences for the Head Start children in the center.

Use appropriate guidelines for estimating amounts of food to prepare meals and serve correct component amounts.

Ensure meals for the children served at scheduled meal times.

Ensure that all leftovers are disposed of per policy.

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

Must monitor tables while children eat and interact during meal times. Assist with clean up after meals.

Must wear a hair covering of some type (cap or hair net) at all times when in the kitchen, cooking, or serving food. Fingernails need to be kept short and clean.

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

Assists in training volunteers and other employees assigned to the center kitchen.

Observe strict confidentiality regarding children, families, staff and make parents aware of this policy. Must sign Compliance of Confidentiality.



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	<p>Must participate in the Annual Community Assessment and program self-assessment.</p> <p>Must be familiar with the Performance Standards.</p> <p>Must obtain Food Handlers Permit and CPR/AED, MAT & First Aide card and any other required trainings as scheduled by the program.</p> <p>Must document and report suspected child abuse, neglect, etc. as mandated by the Muscogee (Creek) Nation Head Start Policies, tribal, state & federal laws.</p> <p>Upon hire, must obtain an initial TB skin test and physical and thereafter obtain a physical annually.</p> <p>Must obtain a Commercial Driver License (CDL) within the first six (6) months of employment.</p> <p>Performs all other duties as assigned by the Manager, Program Coordinators/Specialist and Center Supervisor as related to program philosophy</p>
<p>Minimum Requirements:</p>	<p>High School diploma or GED.</p> <p>Must possess a valid Oklahoma Driver's License.</p> <p>Must pass background check, drug test and fingerprinting.</p> <p>Experience in preparation of meals and knowledge of balanced meals and nutrition.</p>
<p>Preferred Requirements:</p>	<p>CDL</p>
<p>Valid Oklahoma Driver's License required?</p>	<p>Yes</p>
<p>Please list any additional licenses required:</p>	

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.



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- 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.

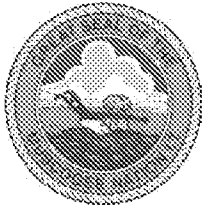
While performing the duties of this Job, the employee is regularly exposed:

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

Would this Open Position be considered a Safety Sensitive Position? Check All that Apply

Note: If **any** box is checked THIS IS A SAFETY SENSITIVE POSITION **(No failed drug test is tolerated).**

- The handling, packaging, processing, storage, disposal or transport of hazardous materials.
 The operation of an MCN vehicle as part of your primary job function, operation of equipment, machinery or power tools.
 Repairing, maintaining or monitoring the performance or operation off any equipment, machinery or manufacturing process (preparing food where knives and kitchen equipment is used), which could result in injury or property damage.
 Performing Firefighting, First Responder or EMT duties.
 The operation, maintenance or oversight of critical services and infrastructure including but not limited to, electric, gas, and water utilities, power generation or distribution.
 Dispensing Pharmaceuticals.
 Direct patient care or Direct Child, Elderly, or Disabled care.
 An individual performing security, surveillance or law enforcement duties.



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- Jobs/positions within MCN governed under the rules/jurisdiction of the Dept. of Transportation.
 None of these apply.

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.

MCN Policy Requirements:

All Employees are subject to pre-employment background checks and drug testing. According to MCN Policy Section 502:Page 12/Section 503 110-111. All applicants must pass a drug test before beginning work. Any candidate who fails or refuses a drug test shall be withdrawn from employment consideration.

Medical Marijuana License Holder Protection and Non-Discrimination

A. Unless a failure to do would cause The Muscogee (Creek) Nation to imminently lose a monetary or licensing related benefit under federal law or regulations and with the exception of employees whose jobs are safety sensitive or primary job function is driving, The Muscogee (Creek) Nation shall not discriminate against a person in hiring, termination, or imposing any term or condition of employment or otherwise penalize a person based upon either: a. Solely, the person's status as a medical marijuana license holder; or b. Solely, the results of a drug test showing positive for marijuana and its components. B. Employees that are medical marijuana card holders shall not use, possess or be under the influence while at their place of employment or during hours of employment.