



# COLORADO RIVER INDIAN TRIBES

## *Human Resources*

26600 MOHAVE RD.

PARKER, ARIZONA 85344

TELEPHONE (928) 669-1320 • FAX (928) 669-5263

## VACANCY ANNOUNCEMENT

JANUARY 4, 2013

#05-13

DEPARTMENT: DEPARTMENT OF HEALTH SERVICES  
POSITION: COOK- MoChemHoNa SENIOR CENTER  
SALARY: \$9.50-\$12.00 (DOE)  
CLOSING DATE: **OPEN UNTIL FILLED**  
SUPERVISED BY: SENIOR CENTER MANAGER

**INTRODUCTION:** The Cook is under the direction of the Senior Center Manager, is responsible for the overall supervision of the kitchen activities and provides a clean, safe and comfortable environment for elderly program clients.

**DUTIES AND RESPONSIBILITIES:** *(The following are illustrations of the typical duties and responsibilities of the incumbent and are not to be construed as all inclusive.)*

Provides quarterly menu planning session to develop daily nutritionally balanced meals which meet the dietary requirements of CRIT Senior Center population. Maintain adequate inventory of the necessary food, kitchen supplies, and utensils for efficient program operations. Maintain adequate inventory of the necessary food, kitchen supplies, and utensils in terms of quality, expiration dates/suitability for efficient program operations.

Responsible for ordering all food and non food supplies and conducting inventory of food and non food supplies at point of delivery. Prepares meals daily to insure proper numbers and portions for congregate and home delivered meals, including planning and adjustment of recipes to address specific numbers of meals are served for institutional setting.

Plans, prepares, and assures proper diet menus (diabetic, low salt, etc.) Supervises and assists in general clean up of kitchen area including but not limited to utensils, dishes and reusable home delivery trays. Supervises and assists in detailed clean up of kitchen area and equipment. Check and assures kitchen equipment is functioning properly including daily inspection of temperatures of refrigerator and freezer. Assures kitchen area meets safety requirements. Assures that all equipment is used in a safe manner, proper containers are used and sealed at recommended temperatures for home delivery.

In general, complies with the requirements in Tribal Codes and Regulations governing sanitation at food service establishments.

Performs other duties and assignments as directed within the scope of duties and responsibilities and/or Department activities.

**QUALIFICATIONS:**

- Must have a High School Diploma or GED equivalent;
- Must possess a valid Driver's License;
- Must demonstrate knowledge of cooking ability to plan and prepare nutritionally balanced meals for large number of people;
- Must be physically able to perform the work required and have own transportation;
- Must possess a valid food handler's certificate.

**APPLY:**

**COLORADO RIVER INDIAN TRIBES HUMAN RESOURCE  
DEPARTMENT**

**26600 MOHAVE ROAD  
PARKER, ARIZONA 85344**

**For Employment Application visit: <http://www.crit-nsn.gov>**

**INDIAN PREFERENCE:**

Under the Title VII of the Civil Rights Act Sections 701(b) and 703(i) explicitly exempts from coverage the preferential employment of Indian-by-Indian Tribes. Therefore, C.R.I.T. acknowledges and extends preferential treatment to enrolled C.R.I.T. members who qualify toward all employment opportunities otherwise; C.R.I.T. does not discriminate against employees or applicants based on race, color, sex, religion or national origin.

**C.R.I.T. Offers:**

Health and Life Insurance, Paid Holidays, Sick and Annual Leave and Pension Plan. Pre-employment drug screening is required.