



UNITED INDIANS
OF ALL TRIBES FOUNDATION

Daybreak Star Indian Cultural Center
Post Office Box 99100, Seattle, WA 98139
Phone: (206) 285-4425 Fax: (206) 282-3640

JOB DESCRIPTION

JOB TITLE:	Food Services Intern		
PROGRAM:	Labateyah Youth Home	FLSA STATUS:	Non-Exempt
LOCATION:	9010 13 th Avenue N.W., Seattle	WORK SCHEDULE:	Part Time
REPORTS TO:	Food Services Supervisor and Youth Home Program Director	PAY RANGE:	Depending on Experience (DOE)

JOB SUMMARY

Plan, prepare and serve meals under the supervision of the Food Services Supervisor, with some coaching by the Youth Advocate Achievements Lead and ultimate reporting to the Youth Home Program Director.

ESSENTIAL FUNCTIONS:

- Prepare meals that are in accordance with nutritional, budget and residents preference guidelines.
- Prepare, cook and serve meals. Utilize on-site organic garden produce whenever possible.
- Clean kitchen, dishes and equipment.
- Store food in an appropriate manner with care toward temperature control.
- Maintain inventory and prepare orders to maintain adequate stocks.
- Assist with preparation and providing meals and snacks for special events.
- Assist with preparation of foods ahead for serving on weekends by staff.
- Maintain kitchen and equipment in a clean and orderly manner.
- Provide nutritious snacks for 24 hour availability.
- Familiarity and compliance with all regulations and policies.
- Additional duties, as assigned.

KNOWLEDGE, SKILLS, and ABILITIES REQUIRED:

- Pass a basic criminal history background inquiry.
- Acceptance of diversity in ethnicity, culture, spiritual practices and lifestyles.
- Food worker's permit.
- 18 years old and older.

TENTATIVE SCHEDULE:

- **Monday 10am – 6pm**
 - Plan, prepare and serve Lunch meal @ Noon
 - Clean kitchen and all dishes before dinner prep begins
 - Prepare and serve Dinner meal @ 5pm
 - Ensure cooking dishes and surfaces are clean and returned to original condition
- **Tuesday 3pm – 630pm**
 - Assist Food Service Supervisor in prep and service of Dinner meal
 - Ensure cooking dishes and surfaces are clean and returned to original condition
- **Thursday 10am – 1:30pm**
 - Assist Food Service Supervisor in Elder Lunch meal prep and service
 - Ensure cooking dishes and surfaces are clean and returned to original condition

AMERICANS WITH DISABILITY SPECIFICATIONS

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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- While performing the duties of this job, the employee is occasionally required to stand; walk; sit; use hands to finger, handle, or feel objects, tools or controls; reach with hands and arms; climb stairs; balance; stoop, kneel, crouch or crawl; talk or hear; taste or smell. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by the job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

- Work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- While performing the duties of this job, the employee is not exposed to weather conditions.

JOB POSTING DATE: 02-05-2018 CLOSING DATE: When Filled.	APPLICATION PROCEDURE Submit Cover Letter and Resume to: Email: jobs@unitedindians.org
COMPENSATION: Commensurate with experience and qualifications, plus excellent benefit package provided	APPLICATIONS FOR EMPLOYMENT can be obtained at: Daybreak Star Indian Cultural Center: Human Resources Or click on fillable form: <u>COMPLETED APPLICATION</u>
<i>United Indians of All Tribes Foundation is an Equal Opportunity Employer</i>	SUBMIT APPLICATION TO: jobs@unitedindians.org or send to United Indians of All Tribes Foundation Daybreak Star Indian Cultural Center PO Box 99100; Seattle, WA 98139 Fax: (206) 282-3640