



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:	Cook	DEPARTMENT:	Elders Program
REPORTS TO:	Program Director	STATUS:	Part-Time, 20 hrs/wk
LOCATION:	Labateyah Youth Home	WAGE:	DOE

The United Indians of All Tribes Foundation (UIATF) is a non-profit organization working to provide vital social, cultural, and educational services to Seattle's American Indian/Alaska Native community.

JOB SUMMARY:

Plan, prepare and serve meals for the Elders Program. We deliver delicious and healing food to our Elder community, among other forms of outreach.

ESSENTIAL FUNCTIONS:

- Prepare meals that are in accordance with nutritional, budget and preference guidelines
- Prepare, cook and package meal
- 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
- Maintain kitchen and equipment in a clean and orderly manner
- Familiarity and compliance with all regulations and policies

QUALIFICATIONS:

The minimum education requirements and qualifications for this position are:

- High School Diploma.
- 1-2 years food preparation experience, desired.

KNOWLEDGE, SKILLS, ABILITIES AND OTHER WORK CHARACTERISTICS:

- Food handlers permit
- Ability to pass federal criminal check.
- Personal or professional experience with Native American cultures is desired.

PHYSICAL DEMANDS AND WORK ENVIRONMENT: *The physical demands described are representative of those that must be met by an employee to successfully perform the essential functions of this job. The work environment characteristics described here are representative of those an employee encounters while performing 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 regularly required to talk and hear. The employee is required to stand, walk, sit, use hand to finger, reach with hands and arms, and operate a vehicle. Majority of work involves computer usage, sitting for long periods of time and

computer usage. Work is primarily done in an office environment and community locations but travel to agency office sites and meetings is required.

<p>OPENING DATE: 01/18/2021 CLOSING DATE: Until Filled</p> <p><i>United Indians of All Tribes Foundation is an Equal Opportunity Employer</i></p>	<p>APPLICATIONS FOR EMPLOYMENT can be obtained at www.unitedindians.org/about/jobs , please submit with a resume and cover letter to jobs@unitedindians.org .</p> <p>Please contact HR for questions : #206-475-1353, msalanga@unitedindians.org</p>
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