



TULE RIVER ECONOMIC DEVELOPMENT CORPORATION

JOB POSTING

Opening Date: 06/02/2015 Closing Date: 06/16/2015

Position Title: Short Order Cook

Department: Eagle Feather Trading Post #2

Work Schedule: Varies/ Part-Time

Wage Rate: \$13.03/Hr./ Paid Bi-Weekly/ Non-Exempt

If you are interested in this position, please submit the following:

- Completed Application
- Food Handlers Certificate
- Tribal Identification (*if applicable*)

All requested information must be in the Tribal Administration Human Resources office by 5:00PM on the closing date. *Incomplete applications or failure to submit the requested information will result in the disqualification of your application.*

Submit to:

Human Resources
Tule River Indian Tribe of CA
340 N. Reservation Rd.
Porterville, CA 93257
E-mail: Teresa.Ceballos@tulerivertribe-nsn.gov



TULE RIVER ECONOMIC DEVELOPMENT CORPORATON

31071 Hwy190. Porterville, CA 93257

JOB DESCRIPTION

TITLE: Short Order Cook

WORKSITE: Eagle Feather Trading Post #2
40103 Highway 33,
Avenal, CA 93204

GENERAL POSITION DESCRIPTION

The Short Order Cook is responsible for the preparation of high quality food in a timely, efficient, sanitary and consistent manner. The Short Order Cook must be prepared to work in a fast paced, high pressured work environment while maintaining the organizational ability to identify and act on job duties quickly and effectively. Short Order Cook must be prepared to work as a team member in a dynamic workplace, follow all safety procedures, and work in a kitchen environment.

DUTIES & RESPONSIBILITIES:

- Responsible for the daily preparation of food items
- Set up station according to restaurant guidelines
- Prepares all food items as directed in a sanitary and timely manner
- Cleans and maintains work area using proper safety, sanitary and organizational standards
- Ensures timely preparation of all meals
- Accurately process the customers transaction(s) as needed on the point of sale register cashiering systems.
- Balance daily assigned register receipts as per store policy and procedures.
- Follow all established policies and procedures.
- Perform all other duties as required

QUALIFICATIONS:

- A minimum of 1 year of cooking experience required
- Must have a [Food Handlers Certificate \(www.servsafe.com\)](http://www.servsafe.com)
- Must be able to communicate clearly with managers, kitchen and dining room personnel.
- Prefer prior experience with point of sale cash registers
- Must clear background check.
- Must pass pre-employment drug and alcohol screen.
- Must be professional, polite, and respectful towards all guests.
- Must be able to work all shifts.

- Must be able to work weekends and holidays.
 - Must be able to work extended hours and overtime as customer needs dictate.
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PHYSICAL REQUIREMENTS/CONDITIONS:

- While performing the duties of this job the employee is regularly required to talk, listen, stand, and walk for entire shift,
 - Must be able to reach overhead and below the knees, including bending, reaching, twisting, pulling and stooping.
 - Ability to grasp, reach and manipulate objects with hands up. (This work requires eye-hand coordination, and may require bilateral coordination of hands)
 - Must be able to operate in mentally and physically stressful situations.
 - Ability to endure periods of high humidity and extreme temperatures.
 - Must be able to lift and carry up to 50 pounds.
 - Must be able to work in a fast paced environment.
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The job requirements list is not a complete description of responsibilities, but the list reflects the general qualifications, duties and/or responsibilities necessary to perform this position. The Company reserves the right to revise the job description when circumstances are necessary for reasons like, but not limited to, new systems, technical developments, emergencies, workload and/or personnel changes

This position reports to: Manager

Supervises: None

Salary: Pay Rate \$13.03/ Hr.
Paid Bi-Weekly/ Non-Exempt

Hours: Varies/Part-Time

Benefits: N/A

PREFERENCE IN FILLING VACANCIES IS GIVEN TO QUALIFIED INDIAN CANDIDATES, IN ACCORDANCE WITH THE INDIAN PREFERENCE ACT (TITLE 25, U.S. CODE SECTIONS 472 AND 473).

Signature: _____

Date: _____