



Quileute Tribal Council

• QUILEUTE INDIAN TRIBE •

Human Resources Department

P.O. Box 279 • La Push, WA • 98350

(360) 374-4367 | 4366 | 2175 | 6561 • Fax (360) 374-4368



Position: Senior Center Program Manager/ Head Cook
Supervisor: Human Services Director
Location: Department of Human Services
Work Info: Full time 40 hours per week
Salary: \$21.00-\$23.00 DOQ
Closes: Open Until Filled

POSITION SUMMARY:

This position is the primary person responsible for the overall operation of the Seniors Center. The Center provides nutritious foods and provides congregate meals and meal delivery to Seniors within the Quileute Community.

ESSENTIAL DUTIES AND RESPONSIBILITIES INCLUDE THE FOLLOWING:

- Requisitions food and other supplies to be delivered, purchasing perishables according to the menu plan
- Prepares and cooks family style meals in accordance with nutritional guidelines for program participants integrating Quileute traditional foods whenever possible
- Ensure that kitchen is cleaned daily after meals
- Perform meal delivery when necessary
- Must be able to develop a budget with available funding/ responsible for budget oversight
- Determine time and sequence of cooking operations to meet meal serving hours
- Inspect kitchen and kitchen equipment such as pots, pans and ovens for cleanliness and safety, reporting any safety Concerns to the Human Services Director
- Maintains an inventory of all equipment and supplies
- Prepare for annual Indian Health Services inspection
- Conduct in home health and welfare checks as needed
- Maintains a log of program participation and reports numbers to Human Services Director monthly, and maintains a record for grant reporting
- Must prepare and submit reports to funding agencies, Human Services Director and Tribal Council when requested
- Supervision of the Assistant Cook and any volunteers
- Development of classes and activities for Elders
- Must be able to work during emergency situations during normal scheduled working hours (power outages etc.) to ensure Elders have meals provided
- Establishing and maintaining effective working relationships with supervisors, seniors, Tribal members, agency partners and the public

- Work with the Seniors population with little supervision
- Other duties as assigned

QUALIFICATIONS:

- High school diploma or GED is required. An associate degree is preferred.
- Must pass a Washington State and Quileute Tribal Court background check.
- Must possess a Washington State driver's license.
- Must have a food handlers' card or receive one within thirty (30) days of hire.
- Must have a tuberculosis (TB) test.
- Have a first aid/ CPR card or receive one within three (3) months of hire.
- Must be proficient in Word and Excel programs.
- A minimum of two years' experience working with families in a tribal setting is preferred.
- Must be capable of handling sensitive issues in an unbiased, confidential, and compassionate manner.
- Must have effective verbal and written communication skills, be able to explain complicated information in lay terms and work well with many different personalities and age groups.
- Must be reliable, punctual and possess excellent time management skills.
- Must possess good organizational skills

GENERAL INFORMATION:

The statements contained herein reflect general details as necessary to describe the principal functions of this job, the level of knowledge and skill typically required, and the scope of responsibility, but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned including work in other functional areas to cover absences or relief, to equalize peak work periods, or balance the workload. Individual must have good work ethics and daily attendance is a must.

Special Requirements: Must have and retain a valid Washington State Driver's License. Please provide a copy with job application. Must pass a criminal background check, drug and alcohol screening and reference check.

Indian preference will apply. If applicants have equal qualifications, preference will be given first to a Quileute Indian applicant and then to other Native Americans and Alaska Natives. Except as provided by the Indian Preference Act (Title 25 U.S. Code Sec. 472 & 473) there will be no discrimination in selection because of race, color, creed, age, sex, national origin, physical handicap, marital status, politics, or membership/non-membership in an employee organization.

HOW TO APPLY

Send Application Package to the address listed below.

Applications can be downloaded at www.quileutenation.org/job-openings/

**The Quileute Tribe
Human Resources Department
P.O. Box 279
La Push, Washington 98350**

Or via email: hr@quileutenation.org

Ensure your Application contains:

1. Quileute Tribal Application
2. Cover Letter
3. Resume
4. Credentials
5. Tribal Enrollment Verification
6. Diploma(s): High School, GED
7. Certification(s)
8. Driver's License

NOTE: Incomplete applications will not be considered.