



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



Job Description

Senior Center Assistant Cook

HOW TO APPLY: Send Application Package to the address listed below.

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

Via email: hr@quileutenation.org

-OR-

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

Ensure your Application contains:

1. Quileute Tribal Application (**REQUIRED**)
2. Cover Letter (**REQUIRED**)
3. Resume (**REQUIRED**)
4. Tribal Enrollment Verification (**REQUIRED, If applicable**)
5. Driver's License (**REQUIRED**)
6. Diploma/Transcripts(s) High School/GED, College (**REQUIRED**)
7. Certification(s)
8. Credentials (if required)
9. Writing Sample(s) (if required)

NOTE: Incomplete applications will not be considered.

Position: **Senior Center Assistant Cook**
Supervisor: Senior Program Manager
Location: Senior Center
Work Info: Full Time: 40 Hrs./Week (M-F)
Salary: DOQ/E (\$14.59 - \$15.50; hourly wage)

POSITION SUMMARY:

This is a full-time position assisting the Seniors Program Manager with food services, cultural arts, physical activities, health activities, supportive services and special interest classes and programs.

ESSENTIAL DUTIES AND RESPONSIBILITIES INCLUDE THE FOLLOWING:

- Assist with preparing food, cleaning, washing dishes, organizing/cleaning storage areas and food delivery
- Assists with development of classes and activities for elders
- Assists with telephone and written correspondence as required by Senior Program Manager
- Establishing and maintaining effective working relationships with supervisors, seniors, Tribal members, agency partners and the public
- Fill in for Senior Program Manager when necessary

SKILLS, KNOWLEDGE, AND ABILITIES:

Ability to communicate effectively, knowledge of Microsoft Office, ability to cook appealing nutritious meals in large quantities.

WORK ENVIRONMENT:

Kitchen setting and vehicle for performing meal deliveries.

PHYSICAL DEMANDS:

Ability to regularly lift 40 lbs., stand for long periods of time, sit and bend.

SUPERVISORY RESPONSIBILITY:

None

QUALIFICATIONS:

- High school diploma or GED is required. An associate degree is preferred.
- 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 the 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.

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.

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