

CHEYENNE RIVER SIOUX TRIBE  
CENTER FOR ELDER  
COOK/DRIVER

GENERAL JOB DESCRIPTION:

General Statement of Duties:

The primary responsibilities of the Center for Elders (Center) Cook/Driver will require cross training in two roles (cook and driver). Based upon staffing, cooking and delivery needs this position will support the effective and efficient operations of the Center as it relates to preparing, cooking and delivery of meals to elders. The Cook/Driver will work with Manager to ensure timely preparation and delivery of meals, as well as assuring the required food supplies, kitchen supplies are properly stocked. In addition, the position will be required to assist with delivery methods, schedules and reports.

Supervision Received: Works under the immediate supervision of the Center Manager and if delegated the Center Assistant Manager.

Supervision Exercised: If delegated, cook/driver may support supervision of volunteers.

EXAMPLE OF DUTIES:

Cook duties include preparing, serving and cleanup of the daily meal service at the Center working with both the Manager and a nutritionist to ensure the nutritional guidelines are met, but still offering tasty fresh food to clients.

Driver duties include coordination of meal delivery schedule, driving and documenting all deliveries made on a daily basis. Assist with packaging the meals. Also responsible for the assuring a proper working vehicle for delivery. Other areas of support include the cleaning and basic maintenance/repairs of the Center.

RESPONSIBILITIES:

Cook Related: Plans and directs preparation and service of meals that meet nutrition program requirements. Consults Center Manager concerning issues affecting Elders' food habits and dietary needs. Completes menus, shopping/food ordering lists, food budgets and all other forms/documents necessary for food program and meal preparation for elders. Conducts quality control for meals served for special and prescribed diets and standards of palatability and appearance. Shops and orders groceries and kitchen supplies and maintains an inventory of supplies. Adheres to sanitation and safety requirements of the nutrition component and the IHS Environmental Health Survey. Maintains kitchen in an orderly fashion and keeps everything sanitary. Places items such as flatware, fruit juice, sugar, cream, milk and butter on tables. Collects and stacks dirty dishes and returns to kitchen. Washes dishes, pots and pans and cleans work area, tables, cabinets and ovens. Sweeps kitchen and removes trash to dumpster if needed.

Driver Related: Transport meals to homebound Elders. Report problems with meal delivery or change in client status, (i.e., no answer, hospitalization, etc.) Maintains accurate daily log of meal deliveries and contributions collected. Assists in scheduling meal deliveries to minimize time and distance between deliveries. Adhere to temperature and health screening processes upon arrival at the work site. Routinely wear face masks, face coverings, or disposable masks and utilize provided personal protective equipment as instructed. Wash hands frequently, including at arrival and departure from the work site and use hand sanitizing stations throughout the work period. Keeps vehicles clean and in good operating condition. Assist with the general oversight of the vehicle including getting oil changes on a regular basis and maintain proper tire inflation. Inspects vehicles daily and reports any operational or structural defects. Ensure vehicle inspections, registration and insurance information is up-to date. Update and provide daily gasoline and mileage records as needed. Pick-up and return vehicles to the designated parking area daily

Other: Will perform other duties as directed including routing cleaning of the entire facility, including appliances and building exterior.

#### QUALIFICATIONS

Cook Related: Any combination of training and/or experience which demonstrates a potential to perform the duties of the position, including experience in; Cooking for large groups of people and knowledge of nutritional standards and guidelines. Knowledge and experience in large quantities and progressive cookery. Ability to assist in menu implementation through proper and accurate ordering of supplies and food stuff. Knowledge of the use and care of basic kitchen equipment and use of different types of kitchens utensils and equipment. Knowledge and sensitivity to the needs of the elderly. Demonstrated knowledge of elder's nutritional requirements; demonstrated ability to follow federal nutrition program guidelines and to plan and implement a senior nutrition program that is compliant with federal grant management guidelines. Knowledge of Food Program Requirements, ability to judge food quality, knowledge of quantity food buying and cooking. Able to read and write clearly and perform basic math. Able to demonstrate sound and mature judgment. Ability to accept supervision and work independently. Food Handlers Certification or begin process of acquiring one.

Driver Related: Any combination of training and/or experience which demonstrates a potential to perform the duties of the position, including experience in: A valid South Dakota Driver's License and knowledge of reservation roads. A clean driving record and ability to be covered for insurance purposes. Demonstrated sensitivity to the needs of an aging population.

Other Related: Must have CPR and First Aid certification or willingness to obtain them within 90 days of hire. Ability to lift, pull and move objects weighing up to 20 pounds, as well as bend, lift, reach, stoop, pull, push, twist, and kneel without restriction. Must successfully pass a pre-employment drug and alcohol screening test. Must adhere to all

Tribal policies, including confidentiality of information and alcohol/drug-free workplace.

Special Requirements: This position is subject to mandatory drug and alcohol testing in accordance with the Cheyenne River Sioux Tribe Drug and Alcohol-Free Workplace Policy; must pass pre-employment drug screening and will be subject to random drug screenings/PBTs (will be required to sign and submit a form understanding and receiving policy)..Physical exertion, such as lifting, standing, bending, or reaching, is required. Must have a valid SD Drivers License.

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