



**HUALAPAI NATION
JOB ANNOUNCEMENT
OPEN COMPETITIVE**

JOB TITLE: Kitchen Supervisor
DEPARTMENT: Hualapai Juvenile Detention Center
CLASS: Covered/Exempt
SALARY: \$17.00-\$20.00/ Hr.
OPENING: January 22, 2016
CLOSING: January 29, 2016

Statement of Duties and Qualifications: To direct the food service operation in a juvenile facility; to maintain safety and the security of the facility; and to perform related duties as assigned.

Examples of Work Performed:

- Promotes a diverse, culturally competent, and respectful workplace.
- Performs, and trains and supervises cooks, food service workers, and residents in, menu planning, meal preparation, and all utensils.
- Plans and approves menus that are designed to meet nutritional guidelines for adolescents, comply with government regulations, Indian Health Service regulations, and make cost effective use of available resources.
- Purchases food, supplies and equipment, balancing cost control and quality, inspects shipments received, and resolves any problems.
- Coordinates commodity orders from the school Lunch Program, State Commodities Program, and private vendors to control costs.
- Maintains an adequate inventory of food and supplies.
- Ensure adequate staffing to prepare 3 meals a day, 365 days a year.
- Maintains records, including meals served, commodities used and inventory on hand and on order.
- Operates a wide variety of kitchen equipment and make equipment repair and purchase recommendations.
- Participates in the development of, and stays within the budget for the Juvenile Facility's food Service Operation.
- Ensures that the conditions in the kitchen and food storage areas meet all health and safety standards, including fire prevention and hazardous material regulations.
- Supervise juveniles outside the kitchen program as needed.

Minimum/Desirable Qualifications:

Education: High school graduation or equivalent.

Experience: Five years of experience in commercial or institutional cooking

Supervisory/Managerial Responsibility & Work Environment:

Supervisory/Managerial Responsibility: Supervised the work of up to 3 cooks.

Work Environment: Work is performed in a secured Juvenile facility. Duties involve standing or walking for 6-8 hours a day and repeated bending and stooping in a hot and humid environment;

daily lifting of kitchen equipment and supplies weighing 20 -100 pounds. Or more; daily use of fingers in fine coordination activities such as slicing, dicing and chopping food item.

Internal/External Relationships & Impact on Services/Operations:

Internal/ External Relationships: Daily contact with supervisory staff to coordinate food service operations with the overall program; with institutional staff concerning resident assignments, behavior, and job performance; with vendors.

Impact on Services/Operations: Duties impact directly on facility's ability to provide proper meals to juveniles, to positively influence juvenile morale, and to maintain safety and security. Proper performance of duties results in the planning and preparation of meals that are attractive, tasty, meet the nutritional needs of residents, satisfy governmental regulations relating to licensing, health, and safety, and conform to budget guidelines; the development of food service skills for residents; and a positive image of the facility for visitors.

Knowledge, Skills and Abilities Required:

Required at Entry:

- Knowledge of the operation of an institutional food service including large scale purchasing and inventory control for food and supplies.
- Knowledge of nutrition concepts, including special diet needs.
- Knowledge proper methods of food handling and storage.
- Knowledge of hygiene and sanitation standards.
- Ability to train, supervises, and directs the activities of cooks and juveniles.
- Ability to plan menus that are appealing, economical and nutritionally sound.
- Ability to prepare nutritious meals on a large-scale basis.
- Ability to calculate the quantity of food to prepare and cooking times.
- Ability to evaluate commodity purchases for quality and quantity.
- Ability to use and select kitchen tools and equipment, a microwave oven, power mixer, conventional oven, range, grill broiler, deep fryer, steam kettle, slicer, blender, steam table, pressure cooker, and various utensils.
- Ability to can and properly freeze food.
- Ability to give as well as follow oral written instructions in English
- Ability to keep accurate records.
- Ability to work well with adult offenders.
- Ability to react calmly and effectively in crisis situations.

Required at Full Performance:

- Knowledge of institutional policies and procedures.
- Knowledge of purchasing guidelines and personnel regulations.
- Knowledge of, and ability to perform, CPR, and to be certified in First Aid.
- Knowledge of the juvenile corrections system, and security procedures.
- Knowledge and ability to use proper methods of physical restraint on residents whose behavior is out of control.

- Ability to assist in the development of budgets for the Juvenile Facility's Food Service Operation.

HOW TO APPLY:

Submit a **completed** Employment Application to: Human Resources Department, PO Box 179, Peach Springs, AZ 86434, fax (928) 769-1191, or call (928) 769-2215/2216 for information. **To be considered for employment, the Human Resources Department must receive a completed application by 5:00 PM on the closing date.** A resume **will not** be accepted in lieu of a completed employment application. **All applications and supporting documentation submitted becomes the property of the Human Resources Department, please keep copies for your own reference.**

PREFERENCE:

All applicants are considered without regard to age, sex, race, national origin, religion, marital status, or physical disability. However, preference may be extended to persons of Indian descent in accordance with Public Law 88-355, Section 703 (702-71) and public Law 93-638, Section 7B.

THE HUALAPAI TRIBE IS AN EQUAL OPPORTUNITY EMPLOYER/PROGRAM
Auxiliary aids and services available upon request to individuals with disabilities