



# Tanana Chiefs Conference

## Job Description

**Job Title:** Substitute Elder Nutrition Cook (IRC39604)

**Location:** McGrath, AK

**Supervisor:** Village Council & Elder Nutrition Program Coordinator

**Pay Range:** DOE

**Status:** Part-Time; Regular

**Closing Date:** Open Until Filled

**Job Summary:** Job incumbent is responsible for scheduling and conducting local elder nutrition services including the planning of menu's, procurement storage and preparation of food, inventory of project groceries, supplies and equipment and compliance with program sanitation requirements. Supervision of this position may be by the Tribal Family Youth Specialist or Tribal Administrator, upon approval from village council.

**Essential Functions:** *This list is ILLUSTRATIVE ONLY and is not a comprehensive listing of all functions and tasks performed by incumbents. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.*

**Representative Duties:** Under the joint supervision of the Village Tribal Council members and the Elder Nutrition Program Coordinator, job incumbent will:

1. Inventory supplies for Elder Nutrition Program.
2. Prepare Purchase Order requests to the Program Coordinator and submit monthly, based on the monthly menu plan.
3. Document and submit program time sheets/timecards to the Program Coordinator on a bi-weekly basis.
4. Document and submit daily client meal counts to the Program Coordinator, on a bi-weekly basis with signature of tribal council.
5. Properly store and prepare food for the elders' meals.
6. Maintain sanitary storage, preparation and delivery environments for meals served under the program.
7. Attend all training and technical assistance activities provided by the Program Coordinator.
8. Participate in community planning and implementation of Elder Support Services.

**Other Responsibilities:**

1. Perform other job-related duties as assigned by the Village Council and the Program Coordinator.

**Minimum Qualifications:**

1. Prior experience working with the elderly preferred.
2. Candidates who are bilingual (conversant in both English and the Athabaskan dialect of their village and/or are tribal members of the village) are preferred.
3. Must pass background check pursuant to federal Indian Child Protection and Family Violence Prevention Act requirements.

**Knowledge, Skills and Abilities:**

1. Must have demonstrated abilities to communicate both orally and in writing and have good interpersonal and cross-cultural skills.
2. Basic math skills.
3. Good organizational skills.

**Supervision:** This position has no supervisory responsibilities.

**Physical demands:** Must be able to lift twenty-five or more pounds to carry and move supplies. Incumbent will be working with all kitchen appliances. Must be able to work with sanitation supplies, when cleaning work area. Work requires some walking, standing, pushing, bending, stretching, and lifting.

**Summation:** Position is village based, with varying hours of work. Must have an interest in working with elders and have a positive attitude. Periodic training on nutrition, sanitation, and gerontological issues may be provided. Must be familiar with village service area.

**Apply to:** [www.tananachiefs.org/careers](http://www.tananachiefs.org/careers) and visit the “job board” link