



JOB ANNOUNCEMENT
ALTERNATE Title VI Senior Meal Cook
TUESDAY-THURSDAY
HOURS:
9:00AM-3:00PM
CLOSING DATE: Open until filled

The Native Village of Port Lions is now accepting applications for the ALTERNATE Title VI Senior Meal Cook position. Applications are available at the Tribal Office during regular business hours: Monday-Friday 8:30AM-3:30PM or you may email Yvonne Mullan at administrator@portlionstribes.com

POSITION SUMMARY:

The ALTERNATE Title VI Senior Meal Cook is directly supervised by the Family Services Coordinator. This is a part-time on-call position operating from **9:00AM-3:00PM Tuesday-Thursday**. This position is responsible for providing regular nutritious meals through a congregate or home-delivered meal setting for eligible senior citizens residing or visiting our village, in the absence of our regular Title VI Senior Meal Cook.

QUALIFICATIONS:

Individual must be at least 18 years of age and of good health. Must have basic knowledge of nutrition and sanitation and be willing to attend training as need. Applicant must have a high school diploma or the equivalency thereof.

NATIVE PREFERENCE:

The Native Village of Port Lions is an equal opportunity employer and is in accordance with P.L. 93-638, preference in filling vacancies is given to qualified Alaska Native and Native American candidates.

POSTED: 03/07/19 YM

NATIVE VILLAGE OF PORT LIONS
Port Lions Traditional Tribal Council
P.O. Box 69
Port Lions, Alaska 99550

ALTERNATE SENIOR MEAL COOK
JOB DESCRIPTION

POSITION SUMMARY:

The Title VI Cook will coordinate with the Title VI Program to provide regular, nutritious meals through a congregate or home-delivered meal setting for eligible senior citizens residing in or visiting our village.

REPORTING RELATIONSHIPS:

The Title VI Senior Cook is under the direct supervision of the Tribal Family Services Coordinator.

DUTIES AND RESPONSIBILITIES:

- Plan menus while providing food from each of the four basic food groups and which are appropriate to the dietary needs of the elderly.
- Post menus one month in advance
- Prepare meals in a sanitary environment and prepare individual containers for ensured home delivery.
- Prepare and clean area for congregate meals.
- Order food supplies as needed.
- Receive and store food in a safe and clean storage area, and inventory food orders.
- Participate in activities and post or distribute literature promoting improved nutrition for the elderly.
- Prepare a monthly report to the Tribal Council and daily attendance sheets to include people served and moneys received for donations and paid meals for each meals served.
- Be able to work with the public in a professional manner.
- Other duties as may be assigned related to this position.

QUALIFICATIONS AND REQUIREMENTS:

- Must be at least 18 years of age and of good health.
- Must be able to pass a general physical for handling food.
- Must have basic knowledge of nutrition and sanitation and be interested in learning.
- Must have a high school diploma or the equivalency thereof.

PERSONNEL POLICIES AND PROCEDURES:

The Personnel Policies and Procedures of the Port Lions Traditional Tribal Council apply to this position.

NATIVE PREFERENCE:

Preference in hiring will be given to Alaska Natives and American Indian Applicants, according to P.L. 93-638.

Updated: 1/27/16 YM