



Job Posting

Job title: RCCDC Cook

Location: Valley Center, CA (*Rincon Community Child Development Center*)

Application Deadline: Open until filled (*Review of applications will begin immediately*)

Compensation: Minimum of \$16.50/hour. DOE

Benefits: *Paid Holidays *Rich Medical, Dental & Vision *Generous Vacation & Sick *401(k) Match

Status: Part Time/Regular position

Job Summary

The Center Cook plans, prepares, and serves nutritious meals to children and staff in the Child Center; and performs other related job duties as assigned. The Center is located on the Rincon Indian Reservation and serves both Native and non-Native low-income families. This is a part-time position that works approximately 6 hours a day (8:00 am-2:00 pm). One day a week is reserved as the “shopping day” and is 8 hours (7:00 am-4:00 pm).

Essential Functions

1. Prepare and serve nutritionally balanced meals according to the CACFB and USDA regulations.
2. Monitor proper use of food supplies to minimize waste and ensure freshness and quality.
3. Follow nutritional requirements in preparing foods and creating weekly/monthly menu plans and submitting them to the Site Supervisor.
4. Perform daily clean-up of kitchen, utensils and equipment, service and storage areas; store or dispose of any unused foods and label/date unused foods appropriately.
5. Utilize kitchen utensils and equipment in a proper and safe manner; report equipment needing repairs or replacement.

6. Prepare weekly grocery list for shopping and assist in weekly stocking, ordering and inventory of food and supplies; rotate stock and label/date new items upon arrival.
7. Regularly sanitize kitchen utensils, equipment, appliances, countertops and water coolers.
8. Keep current with Food Handler, CPR and First Aid certifications.
9. Complete daily/weekly/monthly paperwork as outlined by State of California Nutrition Programs and submit to Site Supervisor in a timely manner.
10. Maintain strict confidentiality of all program and client information.

Job Requirements and Qualifications

Education: High School Diploma or GED. AA degree preferred.

Certificates & Licenses: Must have current CPR and First Aid certification. Have current Food Handler's certification or be willing to secure within the first 30 days of employment. Valid California Driver's License with driving record acceptable to SCTCA's insurance.

Knowledge Requirements: Knowledge of proper nutrition, food storage and operation of kitchen equipment. Knowledge of kitchen sanitation and safe work practices, including maintenance and cleanliness. Ability to work cooperatively and harmoniously with adults and small children. Ability to communicate effectively in English, both speaking and writing, and follow oral and written instructions in a timely and accurate manner. Knowledge of Indian history, culture and politics a plus.

Experience: At least one year experience working with children in a school or child care center; basic food and nutrition classes offered through California Department of Nutritional Services or an equivalent provider.

Physical: Lifts and moves objects on occasion weighing up to 25 pounds. Primarily an indoor office environment.

Conditions of Employment: Candidates are required to successfully complete required background check, including Live Scan and drug screening. Must also have the following vaccinations: Tdap, MMR, and Influenza (waivable), as well as a TB test, and a current physical evaluation from your doctor as required by State Licensing, along with any other documents that licensing requires.

Other Information

In addition to the essential duties listed above the RCCDC Center Cook is expected to:

1. Communicate regularly with supervisor about department issues. Must possess excellent communication skills both orally and in writing.
2. Demonstrate efficient time management and prioritizes workload daily.
3. Consistently report to work on time prepared to perform the duties of the position.

About Our Company

The Southern California Tribal Chairmen's Association (SCTCA) is a multi-service non-profit corporation established in 1972 for a consortium of 25 federally-recognized Indian tribes in Southern California. The primary mission of SCTCA is to serve the health, welfare, safety, education, cultural, economic and employment needs of its tribal members and enrolled Indians in the San Diego County urban areas. A board of directors comprised of tribal chairpersons from each of its member Tribes governs SCTCA.

How to Apply

Preferred method: Apply online at <http://sctca.applicantpro.com/>

- A. Apply in person and submit a **completed Application for Employment with a resume** to the Human Resources office*, located at 11475 Nejo Rd. Bldg H. Pala, CA 92059. *Office subject to closures.
- B. Fax a **completed Application for Employment and resume** to 760-742-8610.

Note: The Application for Employment can be found at www.sctca.net, under the “Careers” link.

Next Step in the Process

1. If you are selected to move forward, you will be emailed an online assessment.
2. If you are not selected, you will receive a denial email.

Note: These emails could possibly go to the spam folder, so please check there as well.

SCTCA IS AN “AT-WILL” EQUAL OPPORTUNITY EMPLOYER WITH NATIVE AMERICAN PREFERENCE

To be considered under Native American Preference, you must submit verification of Tribal affiliation with your application.