



The Three Affiliated Tribes

Job Description

FOOD SERVICE ASSISTANT

EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER

REPORTS TO: Kitchen Supervisor
DEPARTMENT: Good Road Recovery Center
SALARY: \$18.00
CLASSIFICATION: Non-Exempt

FLSA STATUS: FT-Regular
LOCATION: Bismarck, ND
OPENING DATE:
CLOSING DATE:

POSITION SUMMARY:

We are seeking a Food Service Assistant who is under general supervision and according to established procedures will perform a variety of kitchen and food service-related tasks. The primary focus of this position is preparation of food in accordance with all regulations and codes set forth by the State Health Department. This position reports to the Kitchen Supervisor and GRRC Executive Director.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Cleaning, serving, food preparation, assembling trays, transporting food and supplies.
- Proper dish and ware washing.
- Strives to accomplish all tasks efficiently and safely, always assuring excellent quality.
- Works with food service team to ensure proper food handling and storage.
- Assists in ensuring proper sanitation procedures.
- Assists in dining room clean-up.
- Performs additional duties as assigned by Supervisor.
- Assure that proper food handling and safe standards are always ensured.
- Wash, rinse and sanitize pots and pans, return clean equipment to appropriate storage area.
- Set up and maintain 3-compartment sink. Changes water as needed and maintain proper levels of chemical additives to properly wash, rinse and sanitize items. Checks soap supply and uses test strip to be sure that correct amount of sanitizing agent is present.
- Maintain a clean dish machine and monitor soap and rinse additive supplies. Replenish dishes and dry trays to appropriate area in a timely manner.
- Expected to clean, wash, and sanitize all food service equipment in the kitchen area and maintain general order and cleanliness of the dining room and storeroom.
- Portion, display and serve food in accordance with regulatory agency standards.
- Clean walls, baseboards, and windows.
- Monitor trash cans continuously during work shift, empty as necessary, and remove trash to compactor. Trash cans must be kept clean and neat. Recycle plastic and cardboard per hospital procedures.
- Sweep and clean all floors in kitchen, coolers, freezers, dining room and storeroom.



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- Participate in periodic heavy-duty cleaning of food service department to assure sanitary, neat and safe conditions.
- Keep all hand washing stations clean and stocked throughout shift with soap, sanitizers, and towels.
- Receive and check all deliveries of foods and supplies.
- Assist in taking inventories for groceries, vegetables, ice cream, frozen foods, paper supplies, etc.
- Adhere to MHA Policy & Procedures as well as departmental/guidelines.
- Adhere to 42 CFR Part 2 confidentiality rule and HIPPA regulations and maintain strict confidentiality per protocol.
- Position is classified as essential and is required to report to work during emergencies, inclement weather, or other tribal administrative leave activities, must be available to work evenings, weekends, and holidays as scheduled.
- **And other duties as assigned.**

NOTE: The duties listed are not intended to be all-inclusive. Duties assigned to any individual employee are at the discretion of the appointing authority.

SUPERVISORY REQUIREMENTS:

- Supervisory role does not exist.

KNOWLEDGE AND ABILITIES:

Knowledge

- Must have excellent communication skills.
- Must be able to work under minimal or no supervision.
- Must be organized and able to follow schedule.
- Knowledge of food service regulations and ability to follow special diet regulations.
- Knowledge of the MHA Nation policy and procedures of personnel administration.

Abilities

- Ability to apply and adapt practices and techniques of the department.
- Ability to establish and maintain effective relationships with management staff, employees, and clients.

MINIMUM QUALIFICATIONS AND EDUCATION:

- High school or equivalent diploma **(REQUIRED)**
- Culinary degree **(PREFERRED)**
- Minimum six months of related experience and/or training strongly **(PREFERRED)**
- Experience working in the kitchen of a hospital, institution, or restaurant is **(PREFERRED)**.
- Minimum of 6 months of continuous sobriety. **(REQUIRED)**
- Must pass a basic level I background check **(REQUIRED)**



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WORKING CONDITIONS:

- Work schedule consists of rotating eight-hour shifts based on operational needs, including early morning, daytime, and evening hours; typical shifts may include 5:30am- 1:30pm, 6:00am-2:00pm, 8:00am-4:00pm and 9:00am-5:00pm; position requires flexibility to work weekends, and after-hours as needed.
- The work environment is in a kitchen environment with exposure to heat, steam, cooking equipment, and potential hazards such as hot surfaces, sharp utensils, and slippery floors; requires adherence to all safety and sanitation standards.
- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- Ability to lift up to 26 lbs.
- Position requires standing for extended periods of time.

Note: The statements herein are intended to describe the general nature and level of work being performed by employees and are not to be construed as an exhaustive list of responsibilities, duties, and skills required of personnel so classified. Furthermore, they do not establish a contract for employment and are subject to change at the discretion of the employer.

Preference will be given to bona fide American Indian applicants in accordance with TAT policies and Federal Indian regulations for such preference.

THE MANDAN, HIDATSA, ARIKARA TRIBES DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, NATIONAL ORIGIN, SEX, RELIGIOUS PREFERENCE, AGE, HANDICAP, MARITAL STATUS, POLITICAL PREFERENCE, GENETICS, OR MEMBERSHIP OR NON-MEMBERSHIP IN AN EMPLOYEE ORGANIZATION, EXCEPT AS ALLOWED BY THE INDIAN PREFERENCE PROVISION OF THE CIVIL RIGHTS ACT OF 1964, AS AMENDED AND NORTH DAKOTA HUMAN RIGHTS ACT.

PERSONS OF INDIAN ANCESTRY WHO WISH TO CLAIM INDIAN PREFERENCE SHOULD SUBMIT A COPY OF THEIR TRIBAL ENROLLMENT CERTIFICATE INDICATING THE AGENCY ENROLLED.

All interested individuals must submit the following information:

1. Job Application
2. Diplomas/Certificates and Transcripts
3. 2 Forms of Identification: Driver License and/or State Issued ID and 1 Other
4. Indian or Veteran Preference documents (If applicable)

Submit all necessary information to Recruitment@mhanation.com

Supervisor Signature: _____ Date: _____

Employee Signature: _____ Date: _____