



The Three Affiliated Tribes

Job Description

Prep Cook

EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER

REPORTS TO: MHA Interpretive Kitchen Manager DEPARTMENT: Kitchen SALARY: \$18.00 CLASSIFICATION: Non-Exempt	FLSA STATUS: FT Regular LOCATION: New Town, ND OPENING DATE: CLOSING DATE:
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POSITION SUMMARY: Prep cooks work for the MHA Interpretive Center under the supervision of the head chef. Their duties revolve around assisting the Kitchen Manager in preparing food by chopping and washing vegetables and meats and arranging salads, breads, sauces and dressings. Cleaning the kitchen and duties assigned by the Manager.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Assist the head chef by chopping vegetables and washing food items
2. Ensure kitchen equipment and appliances are ready for use
3. Always maintain a clean and hygienic work environment
4. Prepare salads, bread, salad dressings and sauces
5. Gather food ingredients from the refrigerator or freezer as required by the chef
6. Ensure food is stored away properly when not in use
7. Study the menu and prepare ingredients ahead of schedule
8. Learn about the cooking methods and techniques employed in the kitchen
9. **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:

- The requirement for managing others does not exist.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Experience working as a prep cook in a fast-paced environment
- Strong multitasking and organizational skills
- Good understanding of ingredients, recipes, kitchen safety and hygiene
- Passionate about culinary arts and creative cooking
- Excellent verbal and written communication skills
- Familiar with general kitchen equipment and appliances
- Able to follow instructions accurately and efficiently
- Able to perform well under pressure in a fast-paced environment
- Physically able to stand and move around for long periods of time



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MINIMUM QUALIFICATIONS AND EDUCATION:

- Working experience required in a kitchen **PREFERRED**.
- Any combination of education and experience is acceptable.
- High School Diploma or GED **REQUIRED**.
- Food Handlers certification **PREFERRED**.

WORKING CONDITIONS:

- MHA Interpretive Center, unless otherwise properly approved, the normal schedule of hours is from 8:00 a.m. to 12:00 noon, and from 12:30 p.m. to 4:30 p.m. Deviation from the normal schedule may be required for certain programs.
- The work environment and working conditions described here are representative of those that are typical of the job and must be met by an employee to successfully perform the essential functions of this job.
- Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.
- Typically performed in an office environment under usual office working conditions.
- Ability to lift up to 25lbs.
- Ability to travel up to 25% of the 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.



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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: _____