EMPLOYMENT OPPORTUNITIES

Job Title: Cook Aide
Closing Date: 11/26/2025

DEADLINE: Attach any required documents, i.e., Transcripts, Certificates, diploma and Motor Vehicle Record, to your online application by midnight on the closing date. Late Applications or documents will not be considered.

Job Number: 26-063-2
Job Type: Full-Time Regular
Department: Community Services/District 6 Service Center
City: Laveen, AZ
Location: 5230 W. St. Johns Road
Area of Interest: Community Services
Salary/ Hourly Rate: $14.35 - $21.25 Hourly

DISTINGUISHING FEATURES OF THE CLASS:
The Cook Aide under general supervision assists the Cook in food preparation for children and/or elderly in the assigned department within the Gila River Indian Community in accordance with planned menus and regulations. The Cook Aide will assist in the maintenance and cleaning of both the kitchen and dining areas.

ESSENTIAL FUNCTIONS:
- Assist in cooking and preparing meals for breakfast, lunch, dinner and/or snacks (including sack lunches and snacks for field trips or other special activities) in accordance with planned menus, regulations, and estimate meal count to prevent food waste.
- Assist in observing and testing food using different methods of cooking that preserve the nutrients in foods being cooked;
- Follow sanitary practices when tasting and smelling food to determine if it is cooked properly.
- Store and care for food properly when cooking is completed using available space and utensils.
- Assist in completing supply and food order to ensure that adequate supplies are available at all times.
- Assist in cleaning stove, grill, sinks, refrigerators, cupboards, storage area, and cooking utensils daily in compliance with Environmental Health Standards; ensure the floor is kept clean and free from spills.
- Sets up, cleans and sanitizes serving and dining areas; wash dishes, pots and pans, trays and other food preparation equipment and appliances daily.
- Serves food to children and/or elderly.
- Perform other related duties as assigned.

REQUIRED KNOWLEDGE, SKILL AND ABILITY:
- Knowledge of the use and care of kitchen appliances used in the preparation of food.
- Knowledge of proper storage and handling of food items.
- Knowledge of general food service practices and procedures.
- Knowledge of health and safety rules and regulations pertinent to commercial food handling.
- Knowledge of dietary needs of the population served.
- Skill in preparing, cooking, and serving foods according to dietary needs of clients.
- Skill in mixing and handling sanitary cleaning chemicals.

- Ability to lift and move large, heavy, and/or bulky pots and food supplies.
- Ability to understand and follow verbal and written instructions.
- Ability to adhere to all health and safety rules.
- Ability to attend pre-service and in-service training and workshops.
- Ability to maintain confidential information of the center and/or the program.
- Ability to establish and maintain effective working relationships with other employees, Community Officials and the public.
- Ability to perform all physical requirements of the position; agree to maintain a Drug-free workplace.

REQUIRED EDUCATION AND EXPERIENCE:
High School diploma or GED and one (1) year experience preparing and cooking food.

ADDITIONAL REQUIREMENT:
- Current Food Handler Certification (i.e., GRIC, ServSafe, etc.) or obtain within 60 days of employment.
- Maintain current CPR & First Aid Certification or obtain certification within 60 days of employment.
- Must pass an Initial Health Examination and a TB skin test; provide proof/results, including updated immunization records prior to hire date.
- Required mandatory reporter pursuant to Title 7, Chapter 2 (7.205), B.
- Required to attend Title 7 Mandatory Reporting training on a yearly basis.
- Required to pass a background check and fingerprint clearance as a condition of employment and must continue to maintain throughout duration of employment. Background checks are required for positions that involve regular contact with or control over Community Children in accordance with ***The Indian Child Protection and Family Violence Prevention Act, 25 U.S.C. Sections 3201 through 3210 and C.F.R. Part 63*** and positions that have regular contact with the Elderly.

Non-Supervisory, Hourly Position
Reports to Director or designee

BENEFITS:
The Gila River Indian Community offers a comprehensive benefits package, which includes; vacation, holiday, and sick leave as well as medical, dental, vision, life, short and long term disability benefits.

Preference in filling vacancies is given to qualified Indian candidates in accordance with the ***Indian Preference Act (Title 25, U.S. Code, Section 472 and 473)***. The Gila River Indian Community is also committed to achieving the full and equal opportunity without discrimination because of Race, Religion, Color, Sex, National Origin, Politics, Marital Status, Physical Handicap, Age or Sexual Orientation. In other than the above, the Gila River Indian Community is an Equal Opportunity Employer.

If you are claiming Preference in one or more of the following categories please attach a copy of the required documentation to the completed Employment Application.
Preference for Community Members (with proof of enrollment)
Preference for Native Americans (must meet membership requirement of a federally recognized Tribe.)
Preference point for Spouse of Community Member (with proof of spouse enrollment)
Preference point for Veteran (must meet statutory requirements)

HUMAN RESOURCES WILL NOT MAKE COPIES OF APPLICATIONS OR DOCUMENTS BEING SUBMITTED. Visit our GRIC website and apply online: **www.gilariver.org**