EMPLOYMENT OPPORTUNITIES

Job Title: Corrections Cook
Closing Date: Open Until Filled

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: 27-008
Job Type: Full-Time Regular
Department: Department of Rehabilitation and Supervision
City: Sacaton, AZ
Location: 639 W. Seed Farm Rd.
Area of Interest: Correctional Food Service
Salary/ Hourly Rate: $18.61 - $23.81
Tribal Driving Permit Required: Yes

DISTINGUISHING FEATURES OF THE CLASS:
The Corrections Cook performs a variety of moderately difficult volume food preparation tasks. The incumbent is responsible for the supervision and training of inmates/juveniles assigned to the foodservice for work detail. Training is provided in food services, which consist of food preparation, food safety, and sanitation. The incumbent is responsible for the full range of kitchen duties normally encountered in a jail or correctional food service.

ESSENTIAL FUNCTIONS:
- Demonstrate and maintain proper work ethic with inmates/juveniles assigned to kitchen that do not violate PREA or department policies.
- Communicate and supervise appropriately classified inmates/juveniles in foodservice.
- Follow policies pertaining to safety and security when working within secured areas of the Department of Rehabilitation and Supervision.
- Prepare and direct preparation of regular and special diet foods according to prescribed menus and recipes.
- Follow established schedules in cooking, baking, sanitation, and related activities pertaining to Food Code guidelines.
- Monitor inventory par levels of food and nonfood items on hand determined by recipes and menus used within the food service.
- Perform other related duties as assigned.

REQUIRED KNOWLEDGE, SKILL AND ABILITY:
- Knowledge of methods, materials, and practices of volume food preparation.
- Knowledge of sanitary methods used in food preparation and related activities.
- Knowledge of inventory and ordering methods.
- Knowledge of safety protocol requirements working within a correctional facility.
- Ability to adhere to the Department of Rehabilitation and Supervision safety protocol.
- Ability to prepare palatable meals according to specified menu and schedule with a minimum of waste.

- Ability to use standard food preparation utensils such as knives, spoons, tongs and whips and power driven equipment such as a meat slicer or mixer.
- Ability to supervise, train and coordinate the work of inmate workers assigned to the foodservice.
- Ability to teach inmates how to cook, read recipes, clean and sanitize foodservice.
- Ability to perform physical inventories and keep records.
- Ability to observe and monitor objects and people's behavior to determine compliance with prescribed operating or safety standards.
- Ability to comprehend and make inference from materials written in the English language.
- 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 in a large-scale food preparation or food preparation in an institutional, commercial, or other food service program setting.

A two-year culinary school degree or thirty (30) college credit hours from an accredited college or university in culinary arts courses may substitute for the required experience.

ADDITIONAL REQUIREMENT:

- Must be at least 18 years of age; with no felony or domestic violence convictions.
- Current Food Handler Certification (i.e., GRIC, ServSafe, etc.) or obtain within 60 days of employment.
- Must pass a TB skin test and provide proof/results 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 fingerprint and background clearance check 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.
- Required to obtain a Tribal Operator's permit. Valid state driver's license with **a current** proof of driving record for the past 39 months will be required to qualify for a tribal driving permit. **Proof of driving record must be submitted with application and must not be more than 60 days old from the date of submission of the application**.

Non-Supervisory, Hourly Position
Reports to Chief Administrator 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**