

## **Meal Site Director**

**Position Title:** Meal Site Director  
**Scheduled Hours:** Full time Monday-Friday  
**Reports To:** Tribal Administrator  
**Job Classification:** Non Exempt

### **Qualifications:**

- Experience in food preparation work preferred
- Present a well-groomed, professional appearance and attitude.
- Enjoy working with people.
- Great communication skills, verbal and written
- Be able to work with little or no supervision.
- Ability to handle multiple tasks.
- Basic math skills required.
- Must be able to stand for long periods of time.
- Must be able to move and lift heavy objects.
- Must be able to supervise employees in a professional manner.

### **Essential Functions:**

- Responsible for consistency and high quality of all food products as well as customer service.
- Responsible for sanitation, health and safety of food storage.
- Check food items to ensure adequacy and quality at all times.
- Responsible for all meal site staff, including hiring, training, coaching, counseling, disciplining, scheduling, and enforcing policies.
- Maintain a clean and safe work environment.
- Responsible for organization and cleanliness of all areas and aspects of the kitchen.
- Responsible for organization, cleanliness, and receiving of all food storage areas; this includes proper rotation of all food to prevent food waste.
- Responsible for ordering and inventory of all food and supplies in the kitchen.
- Responsible for planning for daily specials.
- Must also be able to fulfill the positions of cook, dishwasher, and server as needed.
- All other duties as assigned.

Excellent Benefits package!

To apply: Please send in applications to HR Cheyenne Colborn 3345 B Thrasher Rd White Cloud, KS 66094 or [ccolborn@iowas.org](mailto:ccolborn@iowas.org). Applications accepted until 4:30PM 08/17/23