



**Position:** Meal Site Assistant  
**Scheduled:** **Part Time (31 hours less):** Monday – Friday  
**Reports To:** Meal Site Director and Tribal Administrator  
**Wage Scale:** \$10.50hr - \$15.00hr

### **Overview:**

We're currently looking for a Meal Site Prep Cook who will act as the assistant to the Director and that can serve meals with extraordinary customer service. The ideal candidate should have experience working in a fast-paced kitchen as a cook, dishwasher, and/or serving environment.

### **Responsibilities**

- Responsible for consistency and high quality of all food as well as customer service.
- Check food items to ensure adequacy and quality at all times.
- 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.
- Be able to fulfill the positions of cook, dishwasher, server and driver as needed.
- All other duties as assigned.

### **Required Skills and Qualifications**

- Present a well-groomed, professional appearance and attitude.
- Enjoy working with people.
- Good communication skills required.
- 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.
- High School Diploma or equivalent.
- Have knowledge of nutrition, planning meals, and serving meals.



### **Benefits and How to Apply:**

- Health, dental, vision, short term disability, life Insurance, and employee assistance program provided to full-time employees
- 401 K with up to 3% match, paid holidays, biweekly pay schedule
- **To apply: Visit <https://iowatribeofkansasandnebraska.com/jobs/> for applications. Completed applications and resumes can be mailed to 3345 B Thrasher Rd White Cloud, KS 66094 or e-mailed to [rpankau@iowas.org](mailto:rpankau@iowas.org). Native American Preference is given (BIA Form 4432). For more information regarding this position, please call 785- 595-3258.**