

**YAKAMA NATION HUMAN RESOURCES DEPARTMENT
JOB ANNOUNCEMENT**



Announcement # 2016-140 Issue Date: 07-13-16 Closing Date: 07-19-16

Community Health Aide I-(Meals-on-Wheels Driver/Cook)

Area Agency on Aging (AAoA)

Department of Human Services

Hourly Wage: \$9.86/Regular/Part-Time

Location: AAoA -Wapato Site

Checks in daily at the main AAoA Office to pick up keys and program cell phone, will receive some daily assignments from the Lead Site cook or Services Coordinator, assists with or performs all prep, cooking and packaging of meals for the AAoA Senior Nutrition Program Home-Delivered-Meals department. Receives weekly list of clients from the Services Coordinator and coordinates with site cooks on the pick up, delivery of food and equipment for each meal site. Assists with cleaning of the kitchen, its equipment, inventorying, storing of food and supplies, follows all safety regulations and health regulations as well as driving a vehicle i.e.; handling food including current on Food Handler's card, driver's license, and tribal driving permit.

Knowledge, Skills and Abilities:

- Knowledge of the Yakama Reservation, its customs and culture would be helpful.
- Knowledge, skills and the ability to plan and establish a delivery route.
- Ability to communicate both orally and in writing to provide both oral and written reports.
- Ability to adhere to the chain of command and receive assignments from Supervisors and Lead Cooks.
- Ability to work independently and use good judgment.
- Ability to be a team player and work effectively with co-workers and the public.
- Ability obtain assistance in an emergency.
- Ability to be sensitive to the needs of older and handicapped persons and be able to provide them with information.
- Ability to work with diverse populations (ethnic, economic, age, gender).
- Ability to adhere to guidelines on confidentiality and follow procedures.

General Recruiting Indicators:

- Must have a High School Diploma or GED and be able to read, write and understand English, college coursework or formal training in the culinary and hospitality industry would be helpful.
- Prior experience cooking for large groups (work may be documented volunteer experience).
- Knowledge of and experience in the use of commercial equipment used in large scale food operations (Gas stove used for cooking).

Special Requirement:

- Required to pass a pre-employment drug and alcohol test.
- Must have a current Washington State Food Handler's card or obtain within two weeks of employment
- Must possess a valid Washington State Driver's License and be eligible to obtain a Tribal driver license.
- Must pass a Washington State Patrol background check per DSHS/ADSA requirements.
- Physical fitness verification from a doctor or proof able to physically able to perform duties of the job.
- Complete the National Red Cross first aid training within 6 months of hire.
- Complete a defensive driving course within 6 months of hire.
- Complete annual refresher first aid course.
- Sufficient strength, agility and dexterity to perform the work of the position which includes: loading and unloading equipment. Have the ability to lift up to 50 pounds
- Adequate vision and the ability to safely maneuver in traffic.