

**CHEYENNE RIVER SIOUX TRIBE
CENTER FOR ELDERS
LEAD COOK**

GENERAL DESCRIPTION OF POSITION: The Center for Elders (Center) Lead Cook will work alongside the Manager to run the Center's kitchen. This includes addressing a comprehensive nutrition and community program tailored for the Cheyenne River Sioux Tribe's Elder population. This includes providing nutritious meals, nutrition education, and health and social support services while adhering to tribal regulations and federal funding guidelines. This includes assisting with planning menus, cooking, coordinating meal delivery, and collaborating with tribal health and social service agencies to address the unique needs of the Lakota Elder population on the Cheyenne River Sioux Reservation. The position requires familiarity with budgets and a strong understanding of nutrition standards and programming. This position will be responsible for communications with elders as it pertains to meals, activities and related activities. The Lead Cook will be responsible for establishing a monthly meal menu. This position will supervise staff when assigned that duty, and in collaborating with tribal programs and other entities to address the unique needs of the Lakota Elder population.

Supervision Received: Works under the supervision of the Manager.

Supervision Exercised: Supervises staff as directed and delegated by Manager. This includes cooks, drivers, receptionist and volunteers.

EXAMPLE OF DUTIES:

Lead Cook is responsible for the following:

The Lead Cook will be responsible for supporting the day-to-day operation of the kitchen and the staff to ensure proper and timely cooking, delivery of daily congregate, take-out and meal delivery services. The Lead Cook will be responsible for ordering or ensuring the ordering and delivery of food and related supplies in a timely manner to be able to prepare meals. The Lead Cook will be tasked with the development of a delivery and take-out system that is user friendly for elders. This includes addressing calls in a timely and proper manner for take-out or delivery, using technology where possible.

Lead Cook will support Manager with budgets, provide a range of activity options, which may be in coordination with other tribal programs and outside entities. Lead Cook will be responsible for knowledge transfer, including training of all staff members working in the kitchen.

Lead Cook is bound by confidentiality as it relates to personnel and budget matters. The Lead Cook must be familiar or become familiar with all relevant tribal, state and federal programs that are to be used as resources. Will support the Manager with all related tribal, state and federal compliance requirements.

Other duties may include (list is not exhaustive) these tasks:

Program Planning and Implementation:

Lead Cook will oversee the operation of congregate meal sites and home-delivered meal services. Coordinate with local vendors and food suppliers to ensure quality and cost-effectiveness.

Client Management:

Monitor participant satisfaction and address concerns regarding meal quality and delivery.

Staff Training:

Lead Cook will assist Manager with training and support of all staff. This includes obtaining required and necessary certifications for food service/handling.

Community Collaboration:

Collaborate with tribal health clinics, social service agencies, and community organizations to identify and serve vulnerable elders. Partner with local farmers' markets and food banks to incorporate fresh, culturally relevant foods into menus. Organize social and recreational activities for program participants to promote socialization and well-being.

MINIMUM QUALIFICATIONS:

A minimum High School Diploma or GED with an Associates degree in a related field preferred. Minimum of two (2) years of experience in food service related programs. Food Handlers Certification or be willing to obtain one upon hiring. Ability to communicate effectively. Familiarity with patient/client protected health information (HIPAA).

Must have CPR and First Aid certification or willingness to obtain them within 90 days of hire. Ability to lift, pull and move objects weighing up to 20 pounds, as well as bend, lift, reach, stoop, pull, push, twist, and kneel without restriction.

SPECIAL REQUIREMENTS: Person hired is subject to CRST Drug Testing Policy, and subject to Tribal/Local, Federal and State background checks prior immediately after being selected. Confidentiality is required. Must have a valid SD Drivers License.

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