

# PYRAMID LAKE PAIUTE TRIBE

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## JOB ANNOUNCEMENT

### **VAN DRIVER/KITCHEN AIDE**

Numaga Senior Citizen Center – Nixon, NV  
\$10.20 - \$10.72 per hour; Regular, Part-Time, Exempt  
Class Code 116, Grade 8, Step 1-3 DOE

**JA18-061**

**Date Re-Posted: 11/29/2018**

**Date Closes: OUF**

**DEFINITION:** Perform kitchen duties and deliver meals as requested.

### **DUTIES & RESPONSIBILITIES:**

Assist the Cook/Nutritionist to prepare menus and meals.

Prepare grocery list for food used for meals within the food budget.

Maintain a clean and sanitary kitchen.

Maintain cleanliness in food preparation.

Assist with maintaining food inventory.

Maintain portion control per person served.

Maintain nutritional value in food preparation and menus.

Must adhere to health and sanitary codes (i.e., wear kitchen cap, Health and TB screening, washing hands, etc.)

Make food delivery to the homebound and the outlying areas.

Maintain vehicle mileage log and passenger records.

Perform related work as required by the supervisor.

### **MINIMUM QUALIFICATIONS:**

Knowledge of: foods, their preparation and cooking; portion control.

Ability to: plan and prepare a variety of food for a group of people; prepare wholesome and palatable meals with minimum waste; maintain a clean kitchen and observe sanitary standards; understand and carry out written or oral instructions.

Must possess a valid Nevada Driver's License and be insurable under the Tribal insurance program.

**REQUIRED EDUCATION AND EXPERIENCE:**

High school graduate or GED. Two (2) years experience in planning menus and cooking for a group of people or any combination of training and experience with food preparation acceptable.

**TO APPLY:** Applications may be obtained from the Human Resources Office at the Tribal Administrative Building in Nixon, Nevada; by writing to the Pyramid Lake Paiute Tribe at P.O. Box 256, Nixon, NV 89424; or by calling the Human Resources Office at (775) 574-1000/1001, extension 1132.

The Pyramid Lake Paiute Tribe is a drug free work place. Applicants will be required to undergo drug testing prior to employment and will be subject to further drug and alcohol testing throughout their period of employment. In addition, the Tribe implements a Background Investigation Program in which all employees are subject to a background investigation and favorable suitability determination as a condition of employment.

*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). However, the Pyramid Lake Paiute Tribe is an Equal Opportunity Employer and all qualified applicants will be considered in accordance with the provisions of Section 703 (I) of Title VII of the Civil Rights Act of 1964, amended in 1991.*