



# FAIRBANKS NATIVE ASSOCIATION, INC

## Job Description

**Job Title:** Cook II  
**PCN:** S307  
**Level:** Support Level 3, Senior Support  
**Status:** Non-Exempt  
**Position Reports to:** Health & Safety Specialist (ECD Programs) or Residential Coordinator (Graf) or Program Director (RPC & WCCIH)

*"This job description is not an employment agreement or contract. Management has the exclusive right to alter this job description at any time without notice. FNA is an at-will employer."*

**Job Summary:** Plans menus, prepares and cooks meals. Ensures kitchen management and inventory control.

### **Essential Functions:**

Plans menu; prepares, cooks and serves meals and snacks to meet USDA standards.

Maintains kitchen inventory and orders supplies within budget guidelines.

Determines time and sequence of cooking operations to meet meal-serving hours.

Washes dishes, cleans kitchen and kitchen equipment.

Researches and prepares culturally appropriate foods.

Prepares snack trays and specialty foods for special events.

Provides accountability and receipts for food purchases.

Maintains kitchen facilities in compliance with OSHA regulations.

Stocks food items on appropriate shelves with accurate labels.

Food items must be thawed in an appropriate manner (not at room temperature).

Provides file documentation in accordance with established standards, and submits reports (i.e., required for MIS reporting, etc.) and other data in an accurate and timely manner.

The incumbent of this position must work well under pressure; meeting multiple and conflicting deadlines. The incumbent shall at all times demonstrate cooperative behavior with colleagues, supervisors and clients.

Performs other job-related duties as assigned.

**Specifications:**

Qualifications:

High School diploma or GED.

Minimum of three (3) years of experience in institutional style cooking, and management. Technical or vocational training preferred.

Complete CPR and First aid training within thirty (30) days of hire.

Strong understanding and sensitivity to diverse cultures and lifestyles, with demonstrated experience working effectively with Alaska Native populations.

Continued employment status (post job offer) will be contingent upon employee providing certification of tuberculosis screening and medical certification that employee does not, because of infectious or communicable disease, pose a direct threat or significant risk to the health and safety of program participants or others in the workplace.

Continued employment status will be contingent upon satisfactory completion of a criminal background investigation and the pre-employment drug testing process.

Driving Requirements:

This position will (or may) require you to frequently (or incidentally) drive both a FNA-owned vehicle and your personal vehicle for FNA business. Per FNA's automotive insurance policy, in order to drive a FNA-owned vehicle, an individual must be at least 21 years of age. In order to drive a FNA-owned vehicle with clients in the vehicle, an individual must be at least 25 years of age. Clients may only be transported in FNA-owned vehicles and may not be transported by an employee in a personal vehicle.

This position requires eligibility for FNA automotive insurance as demonstrated by a current Alaska Driver's License and a currently driving history and proof of personal liability insurance.

Physical Demands:

Overall physical demands correspond to medium work requiring occasional exertion and manipulation of objects weighing 20-50 lbs.

Position requires frequent standing and the manipulation of hands, wrists, and arms in operating kitchen equipment.

Working Conditions:

Works in an environment where protection of client confidentiality is essential.

Potential for mechanical hazards and burns associated with the use and operation of kitchen equipment.

Contacts:

Position has frequent contact with clients of varying needs.

Contact with other program staff as well as kitchen supply vendors.

I, \_\_\_\_\_, have received, reviewed and completely  
(Please print name)  
understand the entire contents of this job description.

\_\_\_\_\_  
Signature of Employee

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Supervisor

\_\_\_\_\_  
Date