



## ***DUCKWATER SHOSHONE TRIBE***

511 Duckwater Falls Road, P.O. Box 140068

Duckwater, Nevada 89314

(775) 863-0227 Phone

(775) 863-0301 Fax

### **JOB ANNOUNCEMENT**

## **AoA Title VI Assistant Cook Senior Food Program**

**Duckwater, Nevada**

**Opening Date: May 8, 2025**

**Closing Date: May 16, 2025**

**For further information regarding this position, contact Janey Bryan at:  
775-293-7005.**

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**DEFINITION:** Under the direct supervision and evaluation of the AoA Title VI Program Coordinator, this position will be responsible for preparing and serving meals, maintaining a clean and sanitary kitchen, purchasing and storage of supplies, meal delivery to homebound clients in accordance with the AoA Title VI and USDA program guidelines.

#### **DUTIES/RESPONSIBILITIES:**

- Plans monthly menus & prepares meals according to AoA/USDA requirements with minimal waste and works from written menus & recipes for a varying number of people.
- Operates standard cooking equipment & utensils for quality food preparation and maintains all appliances in a clean, safe and good working condition.
- Maintain the financial responsibility of credit cards purchase orders and receipts according to ITCN financial policies.
- Purchase and inventory of food within budgetary and meal requirements.
- Receives and properly stores food & supply items at the site.
- Ensures elders are served according to the recommended dietary guidelines in a pleasant environment and conversation which are suitable for meal time.

- Ensures the clean-up of the kitchen and dining areas after each meal service maintaining safety and sanitation standards at the site according to program guidelines.
- When necessary, will deliver meals to certified homebound elders.
- Completes required daily, weekly and monthly reports regarding menus, number of meals served, money collected, and supportive services performed.
- Distribution & collection of eligibility paperwork for congregate & home-delivered meal service and annual needs assessment survey.
- Work independently and make decisions concerning minor problems that may occur at the site.
- Exercise good judgement, courtesy & tactfulness in dealing with co-workers, elders and community. Respond positively & constructively to common inquiries or complaints.
- Attend training, perform related work and supportive services as required to meet Title VI standards and regulations.

#### **MINIMUM QUALIFICATIONS:**

- High school diploma or Higher Education Certificate.
- Possess or be able to obtain Food Handlers Certification within 30 days of hire at <https://www.lhs.gov/foodhandler> or another agency.
- Able to use a calculator & solve basic math calculations.
- Willing to occasionally travel for training/technical assistance.
- Basic computer literacy.
- Experience involving group food preparation or vocational training is desired.

#### **PHYSICAL DEMANDS:**

The physical demands described herein are represented of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The employee is regularly required to:

- Stand, reach with hands & arms and talk or hear.
- Walk, sit and use hands to handle or feel.
- Stoop, kneel, crouch or crawl.
- Occasionally lift and/or move up to 45 pounds.
- Must have specific vision abilities required by this job to include close vision, distance vision, peripheral vision and depth perception.

#### **Cultural Statement:**

The Inter-Tribal Council of Nevada (ITCN) acknowledges and honors the sovereign rights, cultural values, and lived experiences of the 28 tribal nations we serve. Workforce programs are grounded in respect for Native knowledge systems and the unique historical and social context of Indigenous peoples. ITCN believes that culturally relevant workforce strategies strengthen community well-being and help restore Indigenous self-sufficiency.

To apply for this position, please go online to: <https://itcn.bamboohr.com/careers/162>  
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**Equal Opportunity Statement:**

The Inter-Tribal Council of Nevada is an equal opportunity employer. All qualified applicants will be considered regardless of race, color, religion, sex, national origin, disability, age, veteran status, sexual orientation, gender identity, or any other legally protected status.

***As an organization committed to serving tribal communities across Nevada, ITCN strongly encourages qualified Native American applicants to apply.***

***\*\*The Inter-Tribal Council of Nevada, Inc. promotes and maintains a drug free workplace. All individuals accepting employment with ITCN may be subject to a pre-employment drug screen and criminal background check\*\****