



## COUNCIL OF ATHABASCAN TRIBAL GOVERNMENTS

### Kwaiik'it Gwekhekwaii Nai

P.O. Box 33

Fort Yukon, AK 99740

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www.catg.org

## POSITION DESCRIPTION

### **TITLE: Assistant Cook & Janitor**

Responsible for assisting Cook in preparing and providing meals for Yukon Flats Indigenous Language Institute (YFILRI) participants and staff, preparing meals for special diets, organizing food and cleaning/organizing kitchen and appliances prior to, during, and following the Language Institute in June. In addition, the Assistant Cook will be responsible for general cleaning of all eating areas. A primary function of this position is to ensure that each participant and visitor receives excellent service. Reports to the Cook and to the Project Manager.

### **DUTIES:**

- Assist head cook in managing all aspects of food service (3 meals per day for 16 days) and in preparing a food order list and menu.
- Assist in meal preparation and planning.
- Ensure cleanliness of food preparation and delivery areas.
- Follow safe food practices.
- Rotate stock as supplies are used.
- Sanitize kitchen surfaces, appliances and areas regularly throughout the day.
- Clean facility common areas and classrooms, removing trash, vacuuming and mopping floors.
- Other duties as assigned.

### **OTHER:**

Under the authority of P.L. 93-638 Indian Preference shall be given to the applicant(s) who meet the minimum qualifications.

Abides by the Federal Privacy laws regarding confidentiality of records.

As a Federal contractor, CATG is required to show compliance with the Drug Free Workplace Act of 1988. CATG has initiated and maintained a Drug and Alcohol Testing Policy which includes pre-employment and random anonymous testing thereafter.

<b>Title:</b>	<b>Assistant Cook &amp; Janitor</b>
<b>Location:</b>	<b>CATG Region</b>
<b>Supervision:</b>	<b>YGS Project Manager</b>
<b>Classification:</b>	<b>Temporary</b>
<b>Salary:</b>	<b>\$22/hour</b>
<b>Approved Date:</b>	
<b>Closes:</b>	
<b>Contact:</b>	<b>Andrea Thomas, HR Manager 907-662-7534</b>