



Human Resources
P.O. Box 1118
Okmulgee, OK 74447

POSITION: Cook (4 Positions)-Council Oak
VACANCY ANNOUNCEMENT: CN-22-204

STARTING SALARY: Negotiable
CLOSING DATE: Open Until Filled

The Muscogee (Creek) Nation Department of Health (MCNDH) provides comprehensive health care services to Native Americans living within the Muscogee (Creek) Nation. MCNDH is an integrated system of six health centers, an Express Care Clinic, two hospitals, a physical rehabilitation center and nine comprehensive community health programs Offering services across the lifespan including pediatrics, family medicine, nursing, dental, laboratory, radiology, pharmacy, behavioral health, emergency medical, audiology, nutrition, physical therapy and optometry.

DESCRIPTION OF ASSIGNMENT: The purpose of the position is to perform a full range of cooking procedures. This includes producing foods needed for general diets, modified diets and children's diets according to age; applying high standards of sanitation at all times; serving food accurately and according to medical prescriptions; and maintaining required records. Incumbent is under the supervision of the CDM, Dietitian, or Health Administrator when CDM or Dietitian are unavailable. This position is located at the Council Oak Comprehensive Health located in Tulsa, OK.

REQUIREMENTS: Candidates must meet the following requirements:
High School Diploma or GED required. One (1) year related experience is preferred. Valid Oklahoma driver license required. Food Safety Handler Card preferred. **It is the policy of MCNDH for all employees to comply with the COVID-19 vaccination program.**

EVALUATION METHODS: Applicants who meet the requirements described above will be evaluated to determine the extent to which they possess or have the potential to acquire knowledge, skills, abilities and personal characteristics, (KSAP's) required of this position. Applicants should address the following KSAP's on a separate attachment to their application.

1. Knowledge of administrative practices required to assist in the planning of the activities of the department.
2. Knowledge of food preparation on a large scale.
3. Knowledge of safe food handling practices and sanitation.
4. Knowledge of dietary systems and how they interrelate with the various departments within the Hospital.
5. Ability and skill to organize, file, and retrieve information.
6. Skill in dealing with patients in order to obtain Dietary information.
7. Ability to communicate courteously and effectively with patients, medical staff, administrative staff, health care professionals and the general public both orally and in writing.
8. Ability to maintain a confident professional demeanor.

APPLICATION PROCEDURES: Apply online at www.creekhealth.org. (Current employees must use a transfer request form available on the intranet home page under forms). The KSAP's as outlined in the Evaluation Methods section should be addressed, but are not required. For further information, call Jeremy Smith at (918) 762-0302. The Department of Health is an Equal Opportunity Employer; however, Indian Preference will be applied in the case of equally qualified applicants.

Staffing Coordinator

Date