



# Food Service Worker

Council Oak - Dietary

**VACANCY ANNOUNCEMENT:** VA 24-337

**STARTING SALARY:** Negotiable

**CLOSING DATE:** Open Until Filled

Muscogee Nation Department of Health (MCN Health) provides comprehensive health care services to Native Americans living within the Muscogee Nation. MCN Health is an integrated system of six health centers, an Express Care Clinic, three 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 Administrative Asst. and the Dietitian. This position is located at the Council Oak Comprehensive Healthcare in Tulsa, OK.

**REQUIREMENTS:** High School Diploma or GED preferred. Must receive GED within (1) one year of hire. One (1) year related experience is preferred. A valid Oklahoma driver's license is required.

**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.

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

**APPLICATION PROCEDURES:** Apply online at Department of Health Application. (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 Tracy Watters at (918) 762-0307. 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