



Rincon Band of Luiseño Indians

Contact Us:

One Government Center
Lane

Valley Center, CA 92082

Phone: (760) 749-1051

Hours: 8:00 am – 4:30 pm

Monday - Friday

www.rincon-nsn.gov



JOB ANNOUNCEMENT

Title: Food Service Worker & Tutor

Requisition Num.: 023-2024

Open Date: 07/25/2024

Closing Date: Until Filled

Department: Education

Classification: Full-Time/ Non- Exempt

Salary: Commensurate with Experience

Location: Valley Center, CA

Opportunity: This is a dual role position (Part 1 and Part 2)

Part 1, Food Service Worker (Cafeteria Cook): This position is responsible to plan healthy menus following the guidelines of the United States Department of Agriculture (USDA) that include breakfast, lunch and snacks served to the students enrolled in the After-School Tutorial Program and Summer Programs. Duties will include preparation and serving of food and helping to maintain a clean kitchen. They are also responsible for cooking the meals and snacks in accordance with kitchen health standards, implementing food safety practices to reduce the potential for foodborne illness.

Part 2, Tutor: Assist in providing intensive and extensive tutorial services for students' grades 1-12. The Tutor will help provide feedback to the Tutor Coordinator and Education Manager regarding the progress the students are making. This person will conduct business in a professional and cordial manner that will uphold the integrity and reputation of Rincon. This position maintains a thorough working knowledge of and adheres to tribal policies, regulations, and procedures.

JOB RESPONSIBILITIES

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

Part 1, Food Service Worker (Cafeteria Cook):

- Plan a nutritious monthly menu following guidelines set forth by the USDA that provides students with plenty of fresh fruit and vegetables and healthy meals.
- Prepare and cook food from recipes or detailed instructions for breakfast, lunch, field trips, and/or snacks.
- Ensure meals are prepared in an attractive and appealing manner and provide seasonal variations of vegetables and fruits. Prepare food in quantities that serve children with adequate portions and minimal waste.
- Be sensitive to the food service needs of children who have documented allergic reactions to certain food substances; ensuring meals are adjusted to accommodate children with special needs and allergies.
- Provide a grocery list of item/ingredients needed to fulfill monthly meals within the established budget by the Education Manager, once approved by Education Manager purchase food items/ingredients.

To Apply:

Employment with the Rincon Band of Luiseño Indians begins by filling out an application and resume and turning it into the Human Resources Department at the Government Center, or emailing it to jobs@rincon-nsn.gov.

To work for the Rincon Tribe, you minimally need:

- High School Diploma or GED
- A valid California driver's license

Applications which are not completely filled out will not be considered.

Preference:

Tribal preference will be given to eligible Rincon Tribal Members who meet the minimum qualifications. Background investigation drug and alcohol screening are required as a condition of employment. Rincon Band of Luiseño Indians is an equal opportunity employer.

JOB RESPONSIBILITIES CONT'D

- Following purchasing guidelines and place orders with the help of the administrative assistant.
- Ensure that adequate staples are on hand – drinks, condiments, and paper products.
- Check in food when delivered and practice health safety requirements when storing food properly. Ongoing inventory checks to ensure proper ingredients are on hand to prepare meals/snacks.
- Prepare meals/snacks daily for students that attend daily using established procedures.
- Maintain accurate meal count records and food menu production records.
- Be attentive to standards of cleanliness and help maintain those standards in the kitchen and/or cafeteria. Ensures that all meal prep stations are clean and sanitized and that there is no cross contamination of foods.
- Daily cleaning – wash and put away dishes, refrigerator, dishwasher area, clean sinks, clean stove, wipe all counters tops, and sweep floors.
- Wipe out refrigerator weekly, pull out everything including shelves and clean monthly. Clean freezer when needed.
- Prepare food carriers with meals/snacks for the day. Stock carts with plates, bowls, utensils, serving utensils, napkins, and drinks.
- Clear carts of any leftover food and store properly. Wipe and sanitize carts and food carriers daily.
- Launder kitchen towels and linens.
- Report any equipment problems to the Education Manager.
- Attend all scheduled pre-service and in-service training that are held on-site and be available to attend off-site workshops and training courses.

Part 2, Tutor:

- Assist in providing academic support to assigned students, either in a group or individually.
- Responsible for maintaining records on each student who is being tutored, including follow-up and periodic assessment.
- Support student's development of positive attitudes toward learning and studying.
- Foster student's development of self-confidence, raises self-concept, and reduces anxiety or fear of failure in academic work.
- Encourage student's motivation in academic areas.
- Help students in achieving a better understanding of a specific subject material and in improving academic capabilities in designated areas.
- Assist students in developing study skills necessary for academic success.
- Serve as a role model for students.
- Assist in designing and implementing cooperative projects.
- Understands the importance of discernment, discretion, and confidentiality in the operation of the Rincon Education Department.
- Respect professional ethics that require confidentiality concerning the sharing of information about the children, parents, or staff.
- Ensures work responsibilities are covered when absent; arrives at meetings and appointments on time.
- Follows instructions; responds to management direction; takes responsibility for own actions; keeps commitments; completes tasks on time or notifies appropriate person with an alternate plan.
- The employee must be able to handle frequent interruptions and must also multitask and interact with a wide variety of people on various and, at times, complicated issues.

Selection Process:

All applications will be reviewed, and the most appropriately qualified individuals will be invited to continue in the selection process. The process may include a written and/or oral examination to assess job related education, experience and training. All prospective employees must live within a 50-Mile Radius from the Rincon Government Center.

Resumes will not be accepted in lieu of completed application forms but may be attached.

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OTHER DUTIES

- Follow established government policies and those outlined in the Rincon Tribal Government Employee Handbook and on our government employee portal.
- Demonstrates an awareness and appreciation of the cultural diversity of the community.
- Maintain a clean and safe working environment.
- Adhere to safety standards and regulations of the Tribal Council.
- Handle all confidential and proprietary information in accordance with policies and procedures.
- Attends required meetings and trainings.
- Other duties may be assigned at the discretion of the Manager or designee to fulfill the government's needs, objectives and/or goals.

QUALIFICATIONS/KNOWLEDGE, SKILLS, AND ABILITIES

- Must be able to represent Rincon Tribal Government and Rincon Tribal Gaming Commission effectively and professionally in a public venue.

Education/Experience and/or Training:

- Graduation from a U.S. high school, G.E.D. or equivalent from a U.S. institution, or a California High School Proficiency Examination (CHSPE) certificate is required.
- Minimum of 12 units/credits in Child Development preferred.
- 2-years work experience in food planning, preparation, and cooking in quantity for a restaurant, school, or other setting is highly preferred.

Licenses or Certifications:

The following license and certification are required to be maintained throughout employment and are not subject to waiver:

- Valid California Driver's License. Must maintain a satisfactory driving record with the DMV.
- Food Handlers certification required.
- Preference for CPR and First Aid. Must obtain once hired.

Work-Related Knowledge:

- Identify problems, inform others, and provide information to assist with solving the problem.
- Knowledge of USDA Nutrition standards.
- Knowledge of safe food handling practices.
- Strong organizational skills and the flexibility and ability to manage time and multiple tasks with little supervision.
- Proficiency with all current Microsoft Office programs as well as any other software programs, online communication platforms and other technology necessary to perform the job.

Benefits

The Rincon Band of Luiseño Indians offers a comprehensive and competitive benefit package for full-time and qualifying part-time employees. Benefits include the following:

- Health & Wellness Coverage: Medical, dental and vision coverage
- Generous Paid Time Off (PTO) Accrual
- Holidays: Full-time employees and qualifying part-time employees are eligible for eleven (11) full paid holidays, and four (4) half day (4 hours) paid holidays.
- Comprehensive Annual Performance & Merit Reviews
- Job Training based on Business Needs
- Life and Long-Term Disability: \$100,000 employer paid Life Insurance and Long-Term Disability
- Flexible Spending Accounts: Healthcare and Dependent care reimbursement accounts
- Supplemental Life and Accidental Death and Dismemberment (AD&D) Insurance
- Supplemental Coverage: Disability, Accident, Cancer, Life and Hospital Confinement
- Retirement: 401(k) retirement plan with a generous employer match
- Company Events: Rincon Tribal Government holds great social events for employees and occasionally raffle many prizes.

Rincon Tribal Government – Core Values

Trust

Integrity

Open and Honest Communication
