

SENIOR CENTER KITCHEN ASSISTANT

Job Summary:

Under the immediate supervision of the Title III Congregate Meals Cook, performs work of routine difficulty in assisting with planning, organizing, preparation, cooking, and delivery of meals for the Senior/Elderly members of the Kaibab Paiute Tribe.

Department: Title III

Supervisor: Title III Congregate Meals Cook

In-House/Tribal Only Applications Due: July 27th, 2026

All Other Applications Due: UNTIL FILLED

Status: Temporary Part Time (8-10 hours)

Salary: \$15.15/hour

Duties & Responsibilities:

- Deliver meals to homebound clients
- Pick up weekly grocery order from Hurricane/St George
- Clean kitchen area, cooking equipment, utensils, and surrounding areas to maintain sanitation requirements
- Properly store food in the designated area
- Attend meetings and training related to health safety requirements for food preparation
- Performs other job-related duties as assigned to maintain and enhance departmental and agency operations.

Knowledge, Skills and Abilities:

- Skill in interacting with others
- Ability to follow oral and written instructions
- Knowledge of proper attire and hygiene for a food service environment
- Must be able to work with little or no supervision.
- Knowledge of the proper care and use and cleaning of institutional food preparation equipment
- Ability to use equipment, such as ovens, stoves, fridges, freezers, and kitchen instruments.

Minimum Qualifications

- High School Diploma or GED
- Possess a valid state driver's license
- Have one (1) year of experience in food service industry, or an equivalent combination of education and experience

DC 2026

The Kaibab Paiute Tribe abides by the Indian Preference Act. We are committed to providing a drug-free workplace, and all positions require pre-employment, accident, and random drug testing. Candidates will be required to sign a Confidentiality Agreement.

Employment applications are available online at www.kaibabpaiute-nsn.gov or at the Tribal Affairs Building.

For more information, contact the Human Resource Director at (928) 643-7245

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- Must have a food handler's permit or acquire within 30 days of hire
- Must pass a fingerprint background check according to P.L. 101-630 standards
- Must pass a pre-employment drug test