



WG-4 & WG-6: Rates Depend on Duty Location / Per Hour

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**The major duties of the position include, but are not limited to the following:**

- Perform a wide variety of food processing and cooking tasks to prepare regular and special diet entrees.
- Ensures the proper procedures are used in the storage and handling of food.
- Plan meal preparations and processes to ensure food is done on time and at the right temperature.
- Instruct the Food Service Worker in the receipt, check or issuance of subsistence and on subsistence items, as well as the proper handling and storage of food.
- Maintain accurate food inventories and rotate stock items to prevent spoilage.

The applicant must have sufficient training and experience to be trusted to perform duties on their own initiative under general supervision. While no specific amount of experience is required, you must show that you possess the knowledge, skills and abilities to perform the duties of the position.

The approved job elements for this occupation are:

1. Ability to perform the duties of a Cook without more than normal supervision
2. Ability to use tools and maintain equipment
3. Work practices
4. Technical Practices
5. Knowledge of materials
6. Ability to interpret instructions
7. Dexterity and Safety

**Education:** To qualify based on education, submit a *copy* of your official transcripts with your application.

**Physical Requirements:** Work requires continual standing and walking, and frequent stooping, reaching pushing and pulling, and bending. Frequently lifts or moves objects weighing over 40 pounds with the assistance of lifting devices or other workers.

**Working Conditions:** The work is performed in kitchen areas, which are well lighted but are often hot and noisy. The incumbent is exposed to steam, fumes, and odors from cooking to extreme temperature changes when entering walk-in refrigeration or freezing units. There is a danger of slipping on wet floors that have been recently mopped or where food has been spilled. Subject to possible cuts from knives, burns from steam, hot foods, stoves, hot grease and water.

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**Suitability, Clearance & Requirements:** A background security investigation will be required for all new hires. Appointment will be subject to the applicant's successful completion of a background security investigation and favorable adjudication. Failure to successfully meet these requirements will be grounds for termination.

**Driving Record Requirement:** A valid driver's license and safe driving history are required for this position. You are required to submit a GSA Form 3607 and must meet the safe driving requirements of the Bureau of Indian Affairs.

**Drug Testing:** This is a testing designated position (TDP) under the Department of the Interior Drug-Free Workplace Program.

**All positions are subject to drug testing, medical examination, physical fitness testing, and positive adjudication of a background investigation.**