

Job Opening: Cook

Qualifications: He/she must have some experience in the food service industry. He/she must have a good work ethic and maintain a high degree of cleanliness and organization.

Job Description: He/she will be responsible for the preparation of food items to be served to the patrons of the facility.

Additional job duties and descriptions

He/she must report to work at the scheduled time.

He/she will receive their daily work schedule from the Kitchen Supervisor.

He/she will process each order in compliance with the general accepted policies of proper food preparation as prescribed by Creek Nation, State and Federal Governments (if applicable) and Management.

He/she will notify the Kitchen Supervisor of any tainted or unusable food items.

He/she will help in the preparation of all food items prior to the opening of the concession area.

He/she will see that all equipment is cleaned and well-maintained at all times.

He/she will clean their assigned work area at the end of each work day.

Must be able to work in smoking environment.

He/she will work at other positions if needed .

Key Skills and Abilities

Customer Service - Sees issues from a another employee's point of view; Personally provides excellent customer service.

Problem Solving - Identifies and resolves problems in a timely manner; Gathers and analyzes information skillfully; Works well in group problem solving situations.

Communication Skills - Speaks clearly; listens and gets clarification; Responds well to questions; Able to read and interpret written information.

Interpersonal Skills - Is friendly and positive with others. Maintains an even temper. Demonstrates good judgment, has positive interactions with co-workers and customers. Treats others with respect and dignity.

Teamwork - Contributes to building a positive team spirit; collaborates and cooperates; can be counted on to personally contribute to team efforts.

Business Knowledge/Literacy-Understands owns function and job and its relationship to other aspects of the business.

Integrity -Can be counted on to meet obligations and commitments; honest, consistent in communication and behavior.

Initiative/Sense of Urgency - Looks for ways to improve and promote quality, applies feedback to improve performance; monitors own work to ensure quality.

Dependability - Follows instructions, responds to management direction; takes responsibility for own actions; keeps commitments and makes deadlines; commits to long hours of work and/or flexibility when necessary to reach goals; completes tasks on time.

Education and/or Experience

High School Diploma or GED required.

Physical, Mental and Environmental Demands

Must be physically capable of lifting, pulling, bending, pushing, or hoisting light or heavy materials weighing 40 pounds on a consistent basis. Must be able to stay on feet for long periods of times. Must be

able to perform well in both mentally and physically stressful situations. Must be able to work in a smoke-filled and heated environment. Will be working in a second hand smoke environment with high noise level, blinking lights, and dust. The physical demands described here are representative of those that must be met by an employee to successfully perform the essential function of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Creek Nation Casino applies Native American Preferences in its hiring practices. Must be able to obtain Oklahoma Gaming License. The casino also reserves the right to make changes to this job description.