

Kwahn Corporation

P.O. Box 1087

Burney, CA 96013



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Ajumawi • Aporige • Astariwi • Atsugewi • Atwamsini • Hammawi • Hewisedawi • Illmawi • Itsatawi • Kosealekte • Madesi

Matthew Elmore Sr.
Chairperson

David Hawkins
Vice-Chairperson

Gwen Wolfen
Secretary

Charles White
Board Member

Mike Avelar
Board Member

Daniel Forrest
Board Member

Fry-Cook Position Description

Position Title: Mini-Mart Fry Cook

Reports To: Mini-Mart Manager

Status: Full Time

Pay: \$12.00/Hr.

Summary:

The Mini-Mart Fry Cook is responsible for overseeing the daily fried food supply of the Pit River Mini-Mart. They must be able to work independently in a fast-paced environment to ensure the deli is stocked to completeness but also keep end of the day waste to a minimum.

Duties:

- Must obtain and retain Food Handlers Certification
- Must obtain and retain ABC certification.
- Must fry food according to schedule and ensure items are always stocked and fresh.
- Ensures all paperwork is complete and processed for each work assignment.
- Assists in operation of inventory record keeping and reordering at least weekly.
- Receives merchandise and stocks shelves, coolers, freezers, and bins with a variety of frozen grocery items.
- Ensures the deli area is fully stocked and clean at all times.
- Ensures the fry cooking area is clean and fully stocked at all times.
- Provides customer service in a professional manner; assists customers and responds to questions and requests in a pleasant, timely and helpful manner.
- Addresses customers' concerns/complaints; seeks timely and amicable resolutions.
- Complies with all departmental, company, state and federal laws, policies, procedure and any other applicable rules and regulations.
- Adheres to all established safety standards, ensuring compliance with company safety policies and procedures, TOSHA and OSHA regulations.
- Performs other duties and special projects as assigned.

Qualifications:

- High School diploma or GED preferred.
- Must be over 18 years of age.
- Must have excellent customer service and employee relations skills.
- Ability to add, subtract, multiply and divide; also, may compute discounts, fractions, ratios and percentages.
- Must possess a current and valid Food Handler's Card or be willing to obtain upon hire.
- Ability to work irregular hours, including nights, weekends and holidays.

Physical, Environmental and Intellectual Conditions:

- Manual and finger dexterity as required to perform daily job duties.
- Ability to occasionally sit for prolonged periods of time.
- Ability to frequently walk and/or stand for prolonged periods of time.
- Ability to frequently lift and/or move up to 35 pounds.
- Ability to occasionally lift and/or move up to 50 pounds.
- Ability to frequently bend, squat and/or stoop.
- Ability to frequently reach, climb and/or crawl.
- Frequently exposed to outside weather conditions, including variations in temperature and precipitation.

Native American and Tribal Member Preference: Preference will be given to qualified Native American's under the Federal Indian Preference Act (43 CFR 17.3 (d)). Applicants claiming Indian Preference must submit verification of Indian certification by tribe or affiliation or other acceptable documentation of Indian heritage.

Note: The Pit River Tribe offers a comprehensive Health (Medical-Dental-Eye and Life) Insurance package, Supplementary Cancer and Accidental insurance as well as enrollment in 401K and Flex Benefits after successful completion of probationary period as determined by the Tribal Administrator

Contact:

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