
Karuk Community Health Clinic

64236 Second Avenue
Post Office Box 316
Happy Camp, CA 96039
Phone: (530) 493-5257
Fax: (530) 493-5270

Karuk Tribe**Administrative Office**

Phone: (530) 493-1600 • Fax: (530) 493-5322
64236 Second Avenue • Post Office Box 1016 • Happy Camp, CA 96039

Karuk Dental Clinic

64236 Second Avenue
Post Office Box 1016
Happy Camp, CA 96039
Phone: (530) 493-2201
Fax: (530) 493-5364

Vacancy Announcement

Title:	On-Call Senior Nutrition Center Cook / Home Bound Meal Delivery Driver
Reports To:	Senior Center Supervisor
Location:	Orleans, CA
Assigned Work Location:	Panamnik Center, Orleans
Salary:	\$21.00 – \$25.00 per hour/ DOE
Classification:	On-Call – as needed, Regular, Non-Exempt
Summary:	The primary responsibilities of the Senior Nutrition Center Cook/Home Bound Meal Delivery Driver are to plan and implement a Monday-Friday senior nutrition program that meets Title III and Title VI senior nutrition program requirements serving elders in the community of Orleans. This program will be based in the Panamnik Center, Orleans, CA.

Application Deadline: Until Filled

Applications are available at all Tribal Offices or on the Internet at www.karuk.us The Karuk Tribe's **(TERO) Preference and Drug & Alcohol Policy** apply. If selected applicants must successfully pass a drug screening test and be willing to submit to a criminal background check.

Job descriptions are available online at: www.karuk.us or by contacting the Human Resources, Telephone (530) 493-1600 ext. 7034 / 2043, Fax: (855) 437-7888, Email: humanresources@karuk.us

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POSITION DESCRIPTION

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Responsibilities:

1. Plans and directs preparation and service of meals that meet Title III and Title VI Senior Nutrition Program requirements.
2. Consults Senior Center supervisor concerning issues affecting Elders' food/dietary habits and needs.
3. Completes menus, shopping lists, food budgets and all other forms/documents necessary for the State Food Program and meal preparation for elders.
4. Inspects meals served for conformance to prescribed diets and standards of palatability and appearance.
5. Shops for groceries and kitchen supplies and maintains an inventory of supplies.
6. Adheres to sanitation and safety requirements of the nutrition component and the Indian Health Services (IHS) Environmental Health Survey.
7. Maintains kitchen in an orderly fashion and keeps sanitary.
8. Places items such as flatware, fruit juice, sugar, cream, milk and butter on tables prior to serving meals and returns after use.
9. Collects and stacks dirty dishes and returns to kitchen.
10. Washes dishes and cleans work area, tables, cabinets and ovens.
11. Collects and places garbage and recyclables in designated containers.
12. Prepares all types of cooked food such as meat, vegetables, soups, gravies and baked goods.

13. Portions food for serving.
14. Serves food in an appealing and acceptable manner.
15. Maintains all records in connection with inventory, menu maintenance and ordering of supplies. Collects donations and turns them in to finance daily. Inventory Control; Warehouse storage management; Menu planning; Food ordering; cleaning of pots and pans.
16. Adheres to Tribe's and Program's confidentiality and personnel policies.
17. Be available for local and out of the area travel as required for job related training and various activities.
18. Attends all required meetings, trainings and functions.
19. Be polite and maintain a priority system in accepting other job-related duties, as assigned.

Qualifications:

1. Demonstrated knowledge of elder's nutritional requirements; demonstrated ability to follow federal nutrition program guidelines and to plan and implement a senior nutrition program that is compliant with federal grant management guidelines.
2. Knowledge of/respect for Karuk Tribal traditions and values; heartfelt commitment to the health and welfare of Tribal and other elders.
3. Demonstrated cultural competence and commitment to serving Tribal communities.
4. Demonstrated ability to work effectively with Native American youth and family members in culturally diverse environments.
5. Displays the ability to establish and maintain harmonious working relationships with other employees and the public.
6. Demonstrates the ability to manage time well and work under stressful conditions with an even temperament.
7. Demonstrated ability to understand and follow oral and written instructions.
8. Demonstrates strong organizational skills, be able to prioritize duties and ensure timely completion of tasks.

Requirements:

1. At least one year of combined training and/or experience to demonstrate a potential to perform the duties of the position. Combinations of training and/or experience include:
 - a. Cooking for large groups of people of 30 or more and training in nutrition; AND/OR
 - b. Knowledge and experience in large quantity and progressive cookery. Ability to assist in menu implementation through proper and accurate ordering of supplies and food stuff. Knowledge of the use and care of basic kitchen equipment. Knowledge and sensitivity to the needs of the elderly; AND/OR
 - c. Knowledge of Food Program Requirements, ability to judge food quality, knowledge of quantity food buying and cooking, use of different types of kitchens utensils and equipment; knowledge of specialty diets and dietary requirements.
2. Able to read and write clearly and perform basic math.
3. Able to demonstrate sound and mature judgment.
4. Ability to accept supervision.

5. Current Food Handlers Certification or must acquire within one week of hire. Must maintain and renew certificate as required.
6. Must adhere to all Tribal policies, including confidentiality of information and alcohol/drug-free workplace.
7. Current CPR and First Aid certification OR willingness to obtain them within 90 days of hire.
8. Ability to lift 50lbs. of weight, ability to bend, lift, reach, stoop, pull, push, twist, and kneel without restriction.
9. Must provide documentation of immunity to measles, and rubella, or become vaccinated with the recommended vaccines and hepatitis B vaccine. Must test for Tuberculosis (TB) at time of hire and per Nation Centers for Disease Control (CDC) guidelines as required. Must have an annual health exam and a Flu or exemption as required.
10. Must be a self-starter, well organized, and willing to learn new skills.
11. Must possess valid driver's license, good driving record, and be insurable by the Tribe's insurance carrier.
12. Must successfully pass a pre-employment drug screening test.
13. Must adhere to required pre-employment background check, crim check and FBI fingerprints. Additionally, (IF applicable): Investigation of character as required by the Indian Child Protection and Family Violence Act (ICPFVP). The minimum standards require an investigation that shall include: a check of fingerprint files of the Federal Bureau of Investigation (FBI) and to appropriate local law enforcement agencies. The applicant must not have been found guilty of, or entered a plea of no contest or guilty plea to any felonious offenses or two or more misdemeanor offenses under Federal, State, or Tribal law involving crimes of violence; sexual assault, molestation, exploitation, contact or prostitution; crimes against persons; an offense committed against children.

Tribal Preference Policy: In accordance with the TERO Ordinance 93-0-01, Tribal Preference will be observed in hiring.

Veteran's Preference: It shall be the policy of the Karuk Tribe to provide preference in hiring to qualified applicants claiming Veteran's Preference who have been discharged from the United States Armed Forces with honorable and under honorable conditions.

Committee Approved: July 30, 2026

Employee Signature: _____ **Date:** _____

Form Approved by Council 11/20/25