



Standing Rock Sioux Tribe
Human Resource Department
Wówašechuŋ Awáŋwičhayaŋka Óítħačħaŋ
personnel@standingrock.org

Bld 1 N. Standing Rock Ave
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Fort Yates, ND 58538
Phone (701) 854-3826
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POSITION: COOK/Fort Yates A/B Center
Standing Rock 0-5 Program

SALARY RANGE: (\$9.42-\$11.78) PER HOUR + ANNUAL AND SICK LEAVE
(8 Hours per day, 5 Days per week)

OPENING DATE: November 10, 2016 **CLOSING DATE:** November 29, 2016

SCOPE OF POSITION:

The cook/food service worker is responsible for the food service program; planning, ordering, preparation, and record keeping. The cook/food service worker also participates in all weekly nutrition activities in classrooms and prepares meals for special events. Indirectly supervises assistant cook or other personnel assigned to the food service area.

DUTIES AND RESPONSIBILITIES:

A. FOOD PLANNING & BUDGETING:

1. Comply with Head Start menus and follow closely - posting the menu's and note any substitution and reasons for changes.
2. Shop wisely and economically and buy in quantity according to menu.
3. Make use of new ideas received in training, sharing the new ideas with other staff in the center.

B. FOOD PREPARATION:

1. Prepare breakfast, lunch and afternoon snack, serving well-balanced meals at the scheduled times.
2. Serve food in the classroom, in a sanitary and attractive manner in a family-style setting.
3. Participate in nutrition related learning activities; eating with children at least periodically; classroom participation in introducing new foods to children and other nutrition related learning experiences; include children in assisting in clean-up after meals.
4. Prepares meals for special events and/or planned activities.
5. Prepares homemade meal items and bakery items.
6. Serve food at proper temperature.

C. SANITATION:

1. On a daily basis, sweep and mop kitchen floor; wipe counter tops and tables clean; scour and disinfect sinks.
2. Use sanitizing method on dishes and utensils.
3. Clean stoves and refrigerators thoroughly on weekly basis.
4. Defrost refrigerators and freezers on monthly basis.
5. Keep cabinets clean and orderly; clean storage area weekly.
6. Store food off the floor in proper storage containers, protecting food from insects and rodents.
7. Store cleaning supplies out of reach of children.

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"Promoting Self-Sufficiency through Employment"

8. Store and dispose of garbage in sanitary manner.
9. Keep kitchen linens, aprons and clothes clean.
10. Dispose of unused food after serving.

D. RECORD KEEPING:

1. Maintain a file of recipes used.
2. Keep an accurate record of food purchased and used.
3. Complete meal count record on children and adults fed on daily basis.
4. Submit monthly reports to Health/Mental Health/Nutrition Specialist at the designated time.
5. Reports must include the following:
 - A. Meal count records
 - B. Invoices from vendors
 - C. Menu substitutions
6. Maintain documentation on nutrition related activities and submit to Health/Mental Health/Nutrition Specialist.
7. Maintain annual inventory of all kitchen appliances, pots/pans, utensils, plates, cups, etc.
8. Assure that defective or ruined equipment or utensils are repaired or disposed of and replaced.

E. OTHER:

1. Participate in all center staff meetings and attend local parent meetings when requested.
2. Will assist in other areas upon supervisors request after daily kitchen duties/tasks are completed.

QUALIFICATIONS:

1. Must have a high school diploma; or pursuing a GED; or have two (2) years experience in food services.
2. Must be a resident of the local area.
3. Must have desire to work with pre-school children, staff and parents.
4. Must have knowledge of nutrition, food preparation, cooking in quantity, safety and sanitation.
5. Applicant must submit at least three (3) references, which include former employers and personal acquaintances. Contacts must relate to the potential employees' character, emotional stability and competence. References must be in the form of a written letter or a documented conversation and must be in the director's possession before interviews.
6. Head Start Director and the Policy Council will interview applicants meeting the requirements.

JOB REQUIREMENTS:

1. Must have an annual physical examination including TB skin test or chest x-ray.
2. Applicant must sign the necessary paperwork to permit a background check at the tribal level and the state level; that applicant has never been convicted of Child Abuse/Neglect or any violent crimes.
3. Must follow program policies on time and attendance.
4. Must be certified in CPR/1st Aid within 90 days of hire.
5. Must have a current Food handlers certificate.
6. Must be able to work independently.
7. Must make or have travel arrangements for grocery shopping purposes.

8. Must sign confidentiality agreement.
9. Must sign Standards of Conduct agreement.
10. Must practice good hygiene and good manners at all times; wear a hair restraint, proper clothing and footwear (no sandals), and a clean apron.
11. Must participate in Head Start training planned for food service personnel.
12. Must feed children if they come in early, stay late or are hungry.

NOTICE:

SELECTED CANDIDATE(S) FOR STANDING ROCK SIOUX TRIBE POSITIONS ARE SUBJECT TO ALCOHOL AND DRUG TESTING. FAILURE TO ADHERE TO AND SUCCESSFULLY PASS THE ALCOHOL AND DRUG TESTING WILL BE CAUSE FOR REVOCATION OF JOB OFFER.

No Tribal housing is available. Position will be located at the Fort Yates A/B Head Start Center, Fort Yates, ND. Incumbents will work under the supervision of the Center Supervisor.

APPLICATIONS:

Submit a Tribal application to the Human Resource Department, Standing Rock Sioux Tribe, P.O. Box D, Fort Yates, ND 58538

ALL APPLICATIONS RECEIVED AFTER 4:30 PM ON THE CLOSING DATE WILL NOT BE CONSIDERED.