



Standing Rock Sioux Tribe  
Human Resource Department  
Wówašečhuŋ Awáŋwičhayaŋka Óítháçhaŋ  
personnel@standingrock.org

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Po Box D  
Fort Yates, ND 58538  
Phone (701) 854-3826  
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POSITION: **INTERMITTENT** Cook/Housekeeper  
Kiddie College Day Care Center

SALARY RANGE: \$10.36 Per Hour + Annual & Sick Leave

OPENING DATE: July 12, 2016 CLOSING DATE: Continuous

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**SCOPE OF POSITION:**

The Cook/Housekeeper is responsible for food service program, planning, ordering, preparation and record keeping. The Cook/Housekeeper will also participate in all nutrition activities in the classroom and prepares meals for special events.

**DUTIES AND RESPONSIBILITIES:**

- A. Food Planning & Budgeting:
  - 1. Comply with Kiddie College cycle menus and incorporate My Pyramid into those menus and closely-posting the menu's and note any substitutions.
  - 2. Shop wisely, economically and buy in quantity.
  - 3. Make use of new ideas received in training, sharing those new ideas with other staff in the center.
  
- B. Food Preparation:
  - 1. Prepare breakfast, lunch and afternoon snack, serving meals at the scheduled times.
  - 2. Serve food in a sanitary, attractive manner and in a family style setting.
  - 3. Prepares meals for special events and/or planned activities.
  - 4. Participate in the nutrition related learning activities; eating with children at least periodically; class participation in introducing new foods to children and other nutrition related learning experiences; include children in assisting in clean up after meals.
  
- C. Sanitation:
  - 1. On a daily basis, sweep and mop the kitchen and dining room floors, disinfect the counter tops, table tops, highchairs and sinks.
  - 2. Use sanitizing method on dishes and utensils.
  - 3. Clean stoves and refrigerators thoroughly and on a weekly basis.
  - 4. Keep pantry and cabinets clean and orderly; clean storage area weekly.
  - 5. Store all food off of the floor in proper storage containers, protecting food from insect and rodents.
  - 6. Store all cleaning supplies well out of reach of children.
  - 7. Store and dispose of all garbage in a sanitary manner.
  - 8. Keep kitchen linens, aprons and clothes clean.
  - 9. Dispose of unused food after each meal/serving.
  - 10. Clean and sanitize both rooms on a daily basis.

**"Promoting Self-Sufficiency through Employment"**

- D. Record Keeping:
1. Maintain file of receipts used
  2. Submit receipts to the Center Supervisor at the end of each month.
  3. Maintain documentation on nutrition related activities and submit to the Center Supervisor.
  4. Maintain annual inventory of all kitchen appliances, pots/pans, utensils, plates, cups, etc. Assure that defective or ruined equipment are repaired or disposed of and replaced.
  5. Maintain a monthly menu and submit a copy to the supervisor.
- E. Other:
1. Participates in all Kiddie College Daycare Staff meetings.
  2. Will assist in other areas upon supervisors request after daily kitchen duties/tasks are completed.
- F. Qualifications:
1. Must have high school diploma; or pursuing a GED.
  2. Must have desire to work with the pre-school children, staff and parents.
  3. Must have knowledge of nutrition, food preparation, cooking in quantity.
  4. Applicant must submit at least 3 letters of references, which include former employers and personal acquaintances. Contacts must relate to the potential employees' character, emotional stability and competency. References must be in the form of a written letter or a documented conversation and must be in the director's possession before interviews.
  5. Interview Panel and the Child Care Specialist/Kiddie College Daycare Center Supervisor will be interviewing applicants when the job closes.
- J. Job Requirements:
1. Must have an annual physical examination including TB skin test or chest X-ray.
  2. Selected applicant must sign the necessary paperwork to permit a background check at the tribal level and 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/1<sup>st</sup> Aid within 90 days of hire.
  5. Must have current Food handler's certificate.
  6. Must be able to work independently.
  7. Must provide own transportation to do grocery shopping at the local store.
  8. Must sign confidentiality agreement.
  9. Must practice good hygiene and good manners at all times; wear a hair restraint, proper clothing and clean apron.
  10. Must attend and participate in all trainings as scheduled.

**NOTICE:**

**SELECTED CANDIDATE(S) FOR STANDING ROCK SIOUX TRIBE POSITION 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 Kiddie College Daycare Center in Fort Yates, ND. The incumbent will be under the direct supervision of the KCDC Center Supervisor.

**APPLICATIONS:**

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

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