



Spirit Lake Tribe
P.O. Box 359
Fort Totten, North Dakota 58335
karenj@spiritlakenation.com

Job Title:	Child Care Center Assistant Cook	Open Date	June 5, 2019
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SLT Program:	Employment & Training
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Position Objective: The Child Care Center Assistant Cook is responsible for helping in the preparation of meals guaranteeing the children are served nutritious, good tasting and appealing meals and snacks. It is the Assistant Cook's responsibility to help prepare these meals and snacks by methods that maintain high nutrient levels.

Major Duties & Responsibilities

- Assists in planning and implementing the cycle menu in accordance with policies, procedures; budget requirements; and the guidelines established by the Child Care Food Program.
- Assists in preparing, organizing and setting up the food for meals and snacks (including meeting the "time of day meal service" guidelines required by the Child Care Food Program).
- Helps Prepare meals and snacks in such a way that a minimum of nutrients are lost from foods, ensure that foods taste good and look appealing, and that there are ample amounts of food for children to have as many servings as they need.
- Joins the children and staff at the table during mealtimes whenever possible.
- Helps to maintain established standards of sanitation, safety and food preparation and storage as set by Spirit Lake Child Care Licensing Standards, including storing foods and supplies in appropriate areas; washing dishes, cleaning refrigerators, stove, bin, cupboards and other kitchen equipment and utensils; and sweeping and mopping kitchen floors.
- Substitutes for the Cook in his/her absence.
- Participates in team meetings, required in-services and trainings.
- Communicates and works effectively with other staff members.
- Cooperates with and participates in nutrition education activities for staff, parents and children.
- Maintain a gossip-free work environment.
- Adhere to the guidelines stated in the employee handbook.
- Maintain confidentiality about children, families and the center.
- Other duties as assigned by 477 Administrator.

Qualification for Employment: the knowledge, skills, and abilities listed below are required to allow the employee to perform the duties listed above.

Knowledge, Skills and Ability Requirements:

- Basic cooking skills plus experience in food service and volume meal preparation.
- Must be able to read and follow a recipe and a cycle menu.
- Must be able to relate well to parents, children and other staff members.

- Must communicate effectively.
- Must possess organizational skills, time management skills, and ability to prioritize.
- Must possess the math ability to increase or decrease recipe quantities, including the ability to use decimals and fractions.

Qualifications:

- It is preferred that the Assistant Cook have demonstrated skills in preparing foods in a nutritious good tasting and appealing manner. Experience in child food service preparation desirable.
- Submit a current physical exam including Mantoux (TB) Test.
- Must pass Criminal Background check at the Federal, State and Tribal Level.
- Candidate must attend Orientation/Training on designated date.

Job Role:	Assistant Cook	Company Industry:	Spirit Lake Tribe
Exempt/Non-exempt		Closing Date:	June 19, 2019
Employment Status:	Full- time	Supervision	Will work directly under the supervision of the Child Care Center Director.
Monthly Salary Range:	DOQ	Manages Others:	None
Number of Vacancies:	1	Classification: Exempt/Non-exempt	

Please Send Application to:

Name:	Spirit Lake Human Resource Dept	Email:	ndemarce@spiritlakenation.com or normar@spiritlakenation.com
Address:	P.O. Box 97	State	North Dakota
City:	Fort Totten, North Dakota	Zip/Postal Code:	58335
Phone:	701-381-0204 or 701-381-0361	Fax:	701-766-1272

Application Procedure	Complete application/Completed resume/Application materials must clearly explain how experience and education are related to minimum qualifications and job duties. Copy of Credentials /License/Copy of college transcripts/copy of valid driver's license/Names, addresses, phone numbers and permission to contact three references/If seeking Indian Preference a copy of Tribal Enrollment must be attached/ If seeking Veteran's preference must include Form DD214/Authorization signature will be required for background check and drug testing.
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