



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

Job Title:	Child Care Center Cook	Open Date:	June 5, 2019
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SLT Program:	Employment & Training
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Position Objective: The Child Care Center Cook is responsible for guaranteeing the children are served nutritious, good tasting and appealing meals and snacks. It is the Cook's responsibility to prepare these meals and snacks by methods that maintain high nutrient levels. The Cook will also purchase all food and supplies necessary and maintain the records required by the Child Care Food Program. This position involves extensive organizing, problem solving, record keeping and time management skills.

Major Duties & Responsibilities

- Plans and Implements the cycle menu in accordance with policies, procedures, and established practices; budget requirements; and the guidelines established by the Child Care Food Program.
- Prepares, organizes, and sets up the food for meals and snacks (including meeting the "time of day meal service" guidelines required by the Child Care Food Program).
- Prepares 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.
- Cleans and maintains kitchen, food service utensils, equipment, and food storage areas to standards mandated by the Spirit Lake Child Care Licensing Standards, and best practices with regards to food safety and sanitation.
- Purchases food and supplies necessary to prepare the planned menus for the number of enrolled children and program staff.
- Maintains all required Child Care Food Program paperwork. Paperwork includes menu production records, monthly adjustment sheets, food transport records, inventories, cycle menus, attendance sheets and food purchase receipts. Compiles monthly reports accurately. Turns in all monthly Child Care Food Program documentation on time.
- Posts and maintains all required Child Care Food Program notices.
- Shares duties with the Assistant Cook for efficient functioning of food service program.
- Refers child nutrition concerns to appropriate agency staff member.
- Participates in team meetings, required in-services and trainings.
- Communicates and works effectively with other staff members.
- Trains Assistant Cook and potential substitutes in the CCFP paperwork and in all other aspects of the cook's roles and responsibilities.
- Assures the proper care and maintenance of all food service equipment; identifies equipment needs for food preparation and service and assists in purchasing as needed.'
- 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 ability to keep accurate reports and records.
- 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 Cook have course work and training in foods, nutrition and/or dietetics. It is also preferred that the Cook possess a current Food Handlers Certificate at the time of hiring. A commitment to secure continuing education related to employment with the Center is required.
- Must possess knowledge of the principles and practices of child nutrition. Demonstrated skills in preparing foods in a nutritious good tasting and appealing manner. Experience in child food service preparation and management 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:	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:	Assistant Cook
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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