

**CONFEDERATED SALISH AND KOOTENAI TRIBES
OF THE FLATHEAD NATION
PO BOX 278
PABLO MT 59855
406. 675.2700
PERSONNEL DEPARTMENT FAX: 406. 675.2711
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CSKT Website – cskt.org**

******V A C A N C Y A N N O U N C E M E N T******

TITLE: Cook – 1 or more Contract positions
St. Ignatius and Pablo

LOCATION: Early Childhood Services

SALARY: \$10.75 to \$12.55 per hour

CLOSING DATE: Open Until Filled

SPECIAL CONDITIONS:

This is a Testing Designated Position (TDP) within the definition of the CSKT Drug Testing policy and is subject to random alcohol and drug testing. **The successful applicant if not already employed by the Tribes must pass a pre-hire drug test and will serve a probationary period per contract.**

DUTIES:

- Purchase foods and supplies to implement ESH/HS Cycle Menu, including items necessary to meet the needs of individual children.
- Follow recommendations for safe preparation and storage of all foods used at the Center for children 0 –5 years old.
- Order and maintain an inventory of all kitchen items and supplies.
- Arrange for repairs of equipment.
- Implement a system that children can use independently for clean up and spills.
- Ensure safe practices by storing knives, sharp tools and cleaning supplies out of children’s reach and in labeled areas.
- Follows recommendations of Tribal Health Sanitarian.
- Deliver breakfast, lunch and snack service.
- Ensure safe practices by wearing hairnets daily, providing hairnets and aprons for staff and children.
- Wash and sterilize dishes, tables, chairs and dish cloths daily or after meals.
- Maintain a clean refrigerator, stove, freezer, and cupboards at all times.
- Appropriately use leftovers and surplus foods.
- Adapt menu for the needs of individual children from recommendations of Health Coordinator.
- Prepare for meals by having napkins, cups, plates, and utensils in storage that is accessible to children.
- Complete all required paperwork including: Daily menu planning worksheet; maintaining file of itemized grocery receipts; Meal participation records. These records are necessary for food reimbursement required by Early Childhood Services Administration and the Federal Government and are due to the Center Supervisor by the first of each month.
- Promote and encourage a 0-5 year old preschool environment that is educational, safe and caring by: Giving children affection, demonstrating respect and getting down on the child’s level when relating personally to each child.

DUTIES CONTINUED:

- Demonstrating respect by encouraging uniqueness, attempting to understand reasons for behaviors, providing materials and activities geared to individual interests, providing opportunities for success, encouraging children to explore new areas of interest, encouraging children to verbalize their own ideas and feelings, accepting children's questions, solutions and ideas, helping children to remember classroom rules and maintaining control of classroom by utilizing positive guidance techniques, and participating in children's activities when possible.
- Schedule and document required Center fire drills.
- Functions as a contributing member of the EHS/HS team interacting with and supporting Administrative requirements specific to the EHS/HS Program:
- Maintain confidentiality of accessible information relating to children, families and EHS/HS personnel.
- Attend and assist with required staff meetings, parent meetings or training sessions upon request.
- Report any concerns at center level to Teacher/Supervisor.
- Comply with state, federal. Local and Tribal standards in operating the center.
- Model a positive and professional attitude by avoiding conversations involving criticism of others, practicing confidentiality, supporting program policies and procedures, and keeping personal problems out of the classroom and related activities.
- Perform other duties as required.
- For complete position descriptions contact the Personnel Department.

MINIMUM QUALIFICATIONS (AS REFLECTED ON THE TRIBAL EMPLOYMENT APPLICATION)

- High school diploma or GED.
- One (1) year of experience cooking for large groups.
- Must possess and maintain a current Montana driver's license, be insurable under the Tribes Fleet Policy be eligible for a Commercial Driver's license at time of hire, or obtain CDL during the probationary period.
- Must pass drug test, background check, finger-printing, (no violence against children or individuals, no domestic violence, no sexual abuse or violent acts against children or any person) on hire and annually thereafter;
- Knowledge of nutrition. Must be willing to participate in training in order to keep abreast of new strategies, teaching trends and nutrition information.

DESIRABLE QUALIFICATIONS (AS DETERMINED BY THE INTERVIEW):

- Request a completed position description from the Personnel Office.

SUBMIT:

1. Completed Tribal employment application (resumes are not accepted).
2. Certified copies of relevant academic transcripts and training certificates.
3. Proof of a valid Montana driver's license.
4. Tribal enrollment verification if enrolled in a federally recognized tribe other than CSKT.
5. If you are claiming Veterans Preference, a copy of the DD214 must be submitted with the application.

FAILURE TO SUBMIT ALL OF THE ABOVE INFORMATION WILL RESULT IN IMMEDIATE DISQUALIFICATION DURING THE SCREENING PROCESS

SUBMIT ALL OF THE ABOVE TO: Jan Gardipe, Personnel Office, P.O. Box 278, Pablo MT 59855, telephone 406.675.2700 ext. 1040.

FOR MORE INFORMATION:

Contact: Jeanne Christopher, ECS Director @ 406.675.2700, ext. 6113.