

NORTHERN CHEYENNE TRIBE
ROSEBUD LODGE EMERGENCY SHELTER
JOB ADVERTISEMENT 2019

POSITION: Housekeeper/Cook

SALARY: \$13.50-\$15.00 DOE

ACCOUNTABLE TO: Manager of Rosebud Lodge Emergency Shelter

THIS POSITION IS OPEN UNTIL FILLED

How To Apply: Submit a completed application, **RESUME** (3) current (within 1 year) letters of recommendations (one must be past/present employer, Tribal certification or Tribal I.D. (if claiming Tribal preference) a DD214 (if claiming Veteran's preference) and certified college transcripts to: Northern Cheyenne Tribe, attn. Human Resources Office, P.O. Box 128, Little Wolf Capitol Building, Lame Deer, Mt. 59043

Submit the required documents to the Human Resources Office located at the Little Wolf Capitol Building at the Security Desk, or mail to the Northern Cheyenne Human Resources Department at P.O. Box 128, Lame Deer, Montana 59043, or you can call (406) 477-4825 to email of fax.

ONLY COMPLETE APPLICATIONS WILL BE CONSIDERED
(applicant will be notified of any missing documents)

SUMMARY OF WORK: The house keeper/cook reports to the Manager. This employee is responsible for keeping the facility clean and sanitary, and provides laundry services to all youth in placed in Rosebud Lodge (RLES). This includes the kitchen, bathrooms, sleeping, play areas and the RLES vehicles. They are also responsible for emptying trash, and disposing of soiled diapers.

This employee is responsible for preparing a weekly menu and daily food preparation for all youth. For infants they will be responsible for sterilizing bottles, nipples and preparing/refrigerating formula. They will also prepare a weekly shopping list for the program director. The menu will be developed in conjunction with a nutritionist to ensure nutritious balanced meals and snacks for the youth in care.

They shall complete any incident reports as needed. They will assist youth with daily activities when needed and serve as a positive role model for the youth.

They are mandatory child abuse and neglect reporters following established program procedures.

JOB CHARACTERISTICS:

Prepares meals according to planned menus and participates in family style dining at mealtimes. Must have *Food Handler Certification*. Cleans and sanitizes facility in all volumes with at accepted health standards. Launders RLES youth clothing and linens (bedding, towels).

Provides emotional support to staff and children in the facility.

DUTIES AND RESPONSIBILITIES:

Record Keeping: Prepares shopping lists for food, formula, and other household items as needed at the RLES. Ensures that the weekly menu is prepared and posted.

- **Shelter Property Maintenance:** Adheres to all RLES in-house safety standards as specified in the program's licensing standards. Adheres to motor vehicle laws when driving the RLES vehicle. Provides maintenance of RLES yard, parking lot, Rosebud Shelter interior as needed.

Training: Knowledge of first-aid and CPR procedures or be willing to be trained and certified in a reasonable timeframe. Knowledge of RLES emergency procedures related to fire, injuries and weather-related events. Participates in all required in-service trainings, and attends off site trainings as required.

JOB PERFORMANCE STANDARDS:

Provide T.B. clearance at time of employment (must renew annually)

Child Abuse Registry, Criminal Records and National Criminal Information System Report to prior to Employment.

- **Must** be able to lift and carry up to 30 lbs.
- Reference Checks (at least three).
- Must agree to and sign waiver for pre-employment drug testing and agree to comply with any Tribal Personnel drug testing policy.
- Food Handler Certification required or be trained and certified within a reasonable timeframe.
- No drug or alcohol offenses or convictions within the past one (1) year of application.
- Confidentiality Agreement must be by employee and requirements shall be strictly enforced.
- Must be insurable under the Tribe's auto insurance plan.

Valid and current MT Driver's License is required and applicant must submit an official MT Motor Vehicle Driving Record with application.

Indian Preference given to qualified enrolled members of the Northern Cheyenne Tribe.

- Other duties as assigned

EDUCATION AND EXPERIENCE:

- High School graduate or equivalent required.
- Appropriate food service or housekeeping experience preferred
- Must be able to pass a background investigation in accordance with 25 CFR Part 63.
- Must be able to take direction, communicate with youth and work as part of a team.