

**NORTHERN CHEYENNE TRIBE
HEAD START PROGRAM**

POSITION: Cook (Part-Time)

SALARY: \$12.83 p/h

SUPERVISOR: Nutrition Manager

CLASSIFICATION: Full-Time, Non-Exempt

OPENING DATE: January 12, 2022

CLOSING DATE: **Open Until Filled**

HOW TO APPLY: Submit the following documents:

1. **Current NCT application.**
2. **Copy of current Photo ID and Social Security Card.**
3. **Copy of GED or High School Diploma preferred**
4. **Current proof of a physical examination, TB Test and Hepatitis B vaccination.**
5. **Copy of Background Check or Receipt for Money Order submitted to Tribal Court (\$10.00)**
6. **Copy of current food handlers (ServSafe) Certificate.**
7. **Must be able to acquire First Aide/CPR training upon hire.**
8. **NCIC Background Check and Drug Test required upon hire.**

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 or fax.

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

SUMMARY OF WORK: Plans, prepares, and serves meals for Head Start children to meet daily nutritional needs. Perform job duties in a manner which supports the overall objectives of the Head Start Program. Advocates for the children and their families.

JOB REQUIREMENTS:

Knowledge: This position requires a thorough knowledge of proper food preparation for large quantities, nutrition, and storage methods. General knowledge of all federal guidelines, tribal polices, state requirements, and local Head Start regulations is required.

Skills: This position requires skills in quantity cookery and working with pre-school children. Skills in operating a calculator, computer, understanding concepts that will be needed to accomplish the meal production sheets, kitchen utensils, and equipment are required.

Abilities: This position requires the ability to; provide nutritional meals; maintain cleanliness of kitchen; interpret and carry out instructions; promote good public relations; conduct self in a professional manner on the job; understand the local culture and community; initiate and implement program goal; maintain a positive approach and dignity of program and to focus on the well-being and integrity for the children and families; communicate effectively orally and in writing; follow verbal and written instruction; establish effective working relationships with fellow employees, supervisors, and the public.

EDUCATION AND EXPERIENCE:

The above knowledge, skills, and abilities are typically acquired through a combination of education and experience equivalent to:

- High School diploma or GED preferred.

- Experience cooking in large quantities in relation to nutritional and proper diets preferred.
- Must provide proof of an annual physical exam, TB Screen test, Hep. B vaccination.
- Must have current Food Handlers Certificate
- Must be able to lift heavy containers. Must be able to lift 50 lbs.