

# NORTHERN CHEYENNE TRIBAL SCHOOLJOB ADVERTISEMENT

**POSITION: Cook Helper 2**

**WORKSTATION: Cafeteria**

**SUPERVISOR: Food Service Director**

**RATE OF PAY: DOE**

**OPENING DATE: August 5, 2022 CLOSING DATE: August 12, 2022**

***\*\* Incomplete Applications will not be considered\*\****  
***\*\* Pre-Employment Drug Tests & Background checks are required\*\****

**How to Apply:** Submit completed NCTS certified application, current Resume', Three (3) letters of recommendation (dated within one year) along with official transcripts to Northern Cheyenne Tribal School, Human Resources, Box 150, Busby Mt. 59016

## **DEFINITION**

Under general supervision from the Food Service Director, to assist in the preparation and/or serving of food in a cafeteria. To maintain food service area, facilities and equipment in a clean and sanitary condition, and to perform related work as required.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned.

- Assists in the preparation, packaging and serving of food.
- Washes dishes and kitchen equipment.
- Assists in maintaining proper care of equipment and sanitation of the kitchen.
- Basic methods and materials used in the preparation, serving and transporting of food.
- Food preparation methods such as washing, cutting, assembling and wrapping foods or ingredients.
- Basic food serving utensils and equipment.
- Basic sanitation and safety procedures related to the preparation and serving of foods.
- Montana Food Service Training
- Stand for sustained periods of time.
- Work efficiently during rush conditions.
- Make change quickly and accurately.
- Understand and carry out oral and written instructions.
- Maintain cooperative relationships with those contacted in the course of work

## **PHYSICAL DEMANDS/REQUIREMENTS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The employee must regularly lift and/or move up to 25 pounds and occasionally lift and/or move up to 50 pounds.

## **WORK ENVIRONMENT:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

## **EXPERIENCE:**

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

## **QUALIFICATIONS:**

- High School Diploma or GED
- Experience cooking and baking in large quantities.
- Knowledge of nutrition and proper diets for diabetics
- Must possess a Safe Food Handler's Certification
- Pass annual physical examination and tuberculosis screen test