



TRIBAL PERSONNEL DEPARTMENT

JOB ANNOUNCEMENT

JOB TITLE: Assistant Cook/Food Service Worker (part-time)
SUPERVISOR: Head Start/Early Head Start Director
LOCATION: Zasijiwan Head Start
POST DATE: March 8, 2019
CLOSING DATE: March 22, 2019

General Description: This position will provide food service and preparation guidelines based on the Zasijiwan menu cycles as well as State and Federal regulations. This position will follow the directions of the Lead Head Start Cook to promote high nutritional standards in the areas of food preparation, food service, and clean up and site sanitation.

Qualifications: High School Diploma or equivalent is required. Possession of ServSafe certification for Food Service workers within one year of employment.

Salary: \$8.25-\$12.00 per hour/ Dependent upon qualifications. (29 hrs.)

How to Apply: Submit your application for employment, and notarized release of information form by the deadline. Applications and detailed job descriptions can be requested via phone or email and are available at the William Wildcat Tribal Center in the Human Resources Department. Please submit your application materials to:

Human Resources Department
P.O. Box 67
Lac du Flambeau, WI 54538
715-588-3303
Email: hr@ldftribe.com

Native American preference will be applied to hiring of this position as defined in Title 25, U.S. Code, Chapter 14, Subchapter V, subsection 273 & 274. We are an equal opportunity employer with preference given to qualified Native American applicants in accordance with federal law and tribal policy.

**Lac du Flambeau Band of Lake Superior Chippewa Indians
Nonexempt Position Description**

A. TITLE OF POSITION: Assistant Cook/food Service Worker (part-Time)

B. DEPARTMENT: Zaasijiwan Head Start 0 to 5

C. SUPERVISOR'S TITLE: Head Start/Early Head Start Director

D. DESCRIPTION OF DUTIES: This position will provide food service and preparation guidelines based on the Zaasijiwan menu cycle as well as state and federal regulations. This position will follow the directions of the Lead Head Start Start Cook to promote high Nutritional standards in the areas of food preparation, food service, and clean up and site sanitation. Specific Responsibilities include, but are not limited to the following:

FOOD PREPARATION AND CLEAN UP

- 1) Assemble food, dishes, utensils and suppliers needed for timely meal preparation.
- 2) Prepare high-quality nutritional food, in quantity, as directed by the Lead Cook.
- 3) Follow standardized recipes.
- 4) Assist with completing production records.
- 5) Adhere to sanitation and safety procedures prescribed for the Head Start kitchen. Assure that food temperatures are hot or cold enough and that kitchen areas are sanitary to ensure health standards are maintained.
- 6) Wash dishes, pots, pans, and utensils using approved sanitation methods.
- 7) Return all items to their proper storage site.
- 8) Complete routine tasks and maintenance of kitchen equipment, including weekly deep cleaning.
- 9) Wash and sort items to be recycled.
- 10) Act as Head Cook in absence of Lead Cook.

DELIVERY AND INVENTORY:

- 1) Deliver meals from central kitchen to classrooms as assigned.
- 2) Order and pick up supplies as needed.
- 3) Assist in receiving orders from vendors insuring that proper items have been delivered.
- 4) Assist with menu planning
- 5) Reconcile container inventory weekly.

E. POSITION RELATIONSHIPS:

1. **Internal:** Regular, short term contact with program staff on a daily basis
2. **External:** Regular contact with vendors, occasional contact with parents, general public and other agency staff.

F. SUPERVISORY RESPONSIBILITIES: None

G. SUPERVISION RECEIVED: Head Start / Early Head Start Director

H. EDUCATION: High School diploma or equivalent required. Possession of ServSafe certification for Food Service Workers within one year of employment. Current certification in Infant and Toddler CPR and first aid or completion within 3 months of employment.

I. EXPERIENCE:

1. Strong knowledge of large scale food production, typically from one or more years of relevant experience or education.
2. Knowledge of appropriate methods of food service sanitation and safety procedures, including proper food handling techniques to prevent the spread of disease.
3. Willingness to become familiar with and implement various requirements, especially with regards to sanitation, performance and record keeping requirements of the Child and Adult Food Care Program.

J. SKILLS:

1. Valid WI driver's license.
2. Ability to manage multiple tasks and prioritize for effective completion.
3. Experienced in the use of management information systems.
4. Ability to maintain confidentiality.
5. Ability to work cooperatively with staff.
6. Ability to work with families of varying economic, social, and ethnic backgrounds.
7. Appropriate knowledge, experience, and appreciation of local culture.
8. Problem solving skills to assure program and system continuity and effectiveness.

K. WORKING ENVIRONMENT:

1. **Work Conditions:** Institutional kitchen environment, personal vehicle and program classrooms.
2. **Exposure to Hazards:** Occasional contact with children and family members that may expose staff to illness and /or undesirable behavior.
3. **Physical Requirements:**
 - High level of daily repetitive motion with hands and arms in food preparation and delivery activities.
 - Continuous standing and walking for most of a 4-6 hour work day.
 - Frequent daily bending and lifting of food, food bins, and hot food caddies weighing 10-50lbs each, food bins weighing 30-50 lbs, and lifted from floor and work tables and loaded on and off carts.
 - Regular reaching or crouching to retrieve utensils and food items from lower storage shelves and cupboards up 8' high and from vehicles.

SPECIAL REQUIREMENTS:

- Qualifying background check, per Lac du Flambeau Band of Lake Superior Chippewa Indians, Head Start and Care Provider Background check policy.
- Physical examination prior to employment and annually, thereafter to rule out communicable diseases.
- Submit to and pass drug test prior to employment and random after hire.
- Negative TB test prior to beginning employment.

SELECTION AND BACKGROUND CHECKS:

- Selection in compliance with and subject to Lac du Flambeau Band of Lake Superior Chippewa Indians Policies and Procedures Manual, except that position shall not be deemed “permanent” as until candidate has met qualifying background check.
- Preference for qualified Lac du Flambeau Chippewa tribal members and persons of Indian descent, as allowed by federal law.
- Preference for current and former Early Head Start and Head Start parents, if qualified for a vacant position.

L. BEHAVIOR: The vision, goals and objectives of the Lac du Flambeau Band of the Lake Superior Chippewa Indians requires the Assistant cook/Food Service Worker to perform in both a professional and personable manner. The manner in which the employee relates to fellow employees, customers and visitors is considered parallel in importance to technical knowledge and ability. Respect and consideration given to the dignity of each customer, visitor and fellow employee is a requisite of successful job performance. Any attitude or behavior that will tarnish the name or reputation of the Lac du Flambeau tribe will not be tolerated and will be subject to disciplinary action.

M. OTHER:

N. SIGNATURE:

Employee

Date

Manager

Date