

Quileute Head Start

Position Title: Head Start Cook
Supervisor: Head Start Program Manager
Salary: DOE/Q
Closes: July 20, 2010 or until filled

Duties and Responsibilities:

1. Prepare meals and snacks for chi? cho otsk ati children using USDA, Head Start, and Child Care guidelines.
2. Maintains inventory of food, supplies, and equipment.
3. Maintains equipment in good working order.
4. Plans menus with the assistance of the Nutritionist and Program Managers.
5. Type and provide the menu to Head Start and Child Care parents monthly.
6. Cleans worksite.
7. Prepares food for Policy Council, Parent Committee, field trips, and other school and community events.
8. Assists setting up classes for mealtimes.
9. Attends out of town nutritional training and other classes as needed.
10. Must provide training to Head Start staff as per USDA guidelines.
11. Works with teaching staff to provide nutritional activities within the classroom.
12. Works with Nutritionist to provide appropriate meal service to children with allergies or other special needs.
13. Must be willing to help in the classroom as needed.
14. Completes USDA contract and monthly meal counts.
15. Submits monthly meal counts and other data to OSPI as needed.
16. Works with the parents to allow input into menus and nutritional activities.
17. Orders, dates and stocks all food for early childhood programs.
18. Must be willing to prepare meals from scratch.
19. Must be willing to work as a positive team member.
20. Complete other duties as assigned.

Minimum Qualifications:

1. Current Food Handlers Permit.
2. High School Diploma or GED.
3. Must have good record keeping skills.
4. Must pass criminal background check and drug screen.
5. Must possess a valid Washington State Driver's License.
6. Ability to communicate effectively with parents and staff.
7. Must be able to lift up to 50 lbs.

All candidates for employment with the Quileute Tribe will be required to undergo drug screening prior to official selection for employment by the Quileute Tribal Council. Must adhere to Personnel Policies and Drug and Alcohol Policies.

Interested parties should send a QTC job application, resume, and cover letter to the following address:

Quileute Tribal Council
C/O Roseann Fonzi, Personnel Director
PO Box 279
La Push, WA 98350

If the applicants have equal qualifications, preference will be given to a Quileute Indian applicant and other preference to Native Americans and Alaskan Natives, except as provided by the Indian Preference Act (title 25 U.S. code section 471 & 473). There will be no discrimination in selection due to race, color, creed, age, sex, nation origin, physical handicap, marital status, political membership or non-membership in an employee organization.