



# Skokomish Indian Tribe

Tribal Center (360) 426-4232

N. 80 Tribal Center Road

FAX (360) 877-5943

Skokomish Nation, WA 98584

## VACANCY ANNOUNCEMENT

**POSITION TITLE:** ECE COOK

**SUPERVISOR:** ECE DIRECTOR

**OPEN:** UNTIL FILLED

**SALARY:** \$16.00 HOURLY 1 FTE

**REPRESENTATIVE DUTIES INCLUDE:** Plans, Purchases and prepares meals and snacks for children enrolled in all ECE programs, according to the CACFP requirements. Works with teaching staff to plan nutritional educational activities for children. Required to attend yearly CACFP trainings. Required to work with the contractual Dietician/Nutritionist. Plans and prepares menus. Prepares and serves attractive well-balanced meals and snacks with meet the CCFP program requirements. Labels kitchen so substitutes and volunteers can find food and equipment Plans meals and snacks within budgetary limits.

### **MINIMUM QUALIFICATIONS:**

1. MUST HAVE G.E.D or High School Diploma
2. Candidate must have a valid Washington State driver's license and be eligible for the Tribe's automobile insurance.
3. Must obtain food handlers permit. Within 30-days of hire
4. Must obtain CPR/First Aid within 30-days of hire
5. Must obtain TB testing before hire
6. Must obtain Hepatitis B vaccination before hire
7. Must have thorough working knowledge food preparation and cooking methods.
8. Knowledge of sanitation regulations relating to the handling and preparing of foods.
9. Must be able to plan and prepare wholesome, nutritionally balanced meals.
10. Knowledge of food values and nutrition.
11. Must receive or be willing to receive the COVID-19 vaccination, including booster shot(s) by the date of hire to be considered. Proof of vaccination is required
12. The selected candidate must successfully complete a pre-employment drug screen test, and a complete finger print background investigation, including relevant criminal history, prior to employment.

Behavioral Standards: Respectful, courteous, and friendly to customers, other tribal employees, and tribal leaders. A team player that helps the organization meet its objectives. Takes initiative to meet work objectives. Effective communications with customers and other tribal employees. Gets along with co-workers and managers. Positively represents the tribe maintaining the trust Skokomish residents have place in each of us. Demonstrates honesty and ethical behavior.

**This position is at will and does not create a contractual relationship between the tribe and the employee.**

**MUST RECEIVE APPLICATIONS: Open Until Filled.** The Skokomish Tribe's Policies and Procedures apply to this position, including Indian Preference, Confidentiality and Drug-Free Workplace. Contact the Personnel Office for a full job description and information on this position or the Skokomish Indian Tribe's policies.

Reviewed and approved

CEO Initial: \_\_\_\_ Date: \_\_\_\_\_

1/24/2023