



# Skokomish Indian Tribe

Tribal Center (360) 426-4232

N. 80 Tribal Center Road

FAX (360) 877-5943

Skokomish Nation, WA 98584

## POSITION DESCRIPTION

**POSITION:** ECE COOK

**SUPERVISOR:** ECE DIRECTOR

**SALARY:** \$17.00 HOURLY 1 FTE

**Nature of Work:** 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.

### Representative Job Duties:

1. Prepares and serves attractive well-balanced meals and snacks with meet the CCFP program requirements.
2. Labels kitchen so substitutes and volunteers can find food and equipment.
3. Plans meals and snacks within budgetary limits.
4. All menus must be reviewed and approved by a registered/certified dietician prior to submission.
5. Must attend CACFP food training annually.
6. Purchases and transports groceries and supplies needed to perform various cooking tasks necessary for preparing meals.
7. Keeps accurate and current food inventory Completes equipment inventory annually and notifies the ECE Manager of needed supplies or environment.
8. Keep proper records receipts of purchases, and menus;
9. Incorporate into the menu information about family eating patterns, including cultural preferences, special dietary requirements for each child with nutrition related health problems, and for each child with disabilities;
10. Maintain proper storage and control of waste;
11. Shops weekly and attaches receipts for food and supplies costs.
12. Submits monthly menus three (3) months at a time and one (1) month in advance in that cycle two weeks in advance.
13. Must attend trainings as directed.
14. Other duties as assigned.

### 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-dayss of hire
5. Must obtain TB testing before hire
6. Must obtain Hepatitis B vaccination before hire
7. Must obtain physical before hire stating you can bend, kneel, stoop and lift 50lbs
8. Must enjoy working with small children, families, and staff.
9. Must have thorough working knowledge food preparation and cooking methods.

10. Knowledge of sanitation regulations relating to the handling and preparing of foods.
11. Must be able to plan and prepare wholesome, nutritionally balanced meals.
12. Knowledge of food values and nutrition.
13. Must be able to follow oral and written directions.
14. Must be flexible and able to meet the daily needs of the program.
15. Must show good judgment, creativity, initiative, reliability and maturity.
16. Must be able to work in a team environment.
17. Strong organizational, communication and interpersonal skills preferred.
18. 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
19. 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.

**Behavior 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.

**CONFIDENTIALITY:** The employee will be required to sign a confidentiality agreement. Violation of this agreement can result in immediate dismissal.

**DRUG-FREE WORKPLACE POLICY:** The Skokomish Tribe is committed to providing a drug-free workplace for its employees, volunteers and the community it serves. By Skokomish Tribal policy, this position requires pre-employment drug testing.

**PREFERENCE:** The Skokomish Tribe’s Indian Preference Policy applies to this position. First preference will be given to qualified, enrolled Skokomish tribal members. Second preference will be given to qualified Native American applicants who provide proof of enrollment in a federally recognized tribe. Applicants not entitled to, or who fail to claim Indian Preference, will receive consideration without regard to ethnic/national origin, marital status, sexual orientation, religion, disability status, or membership in the tribal organization.

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

### APPLICATION INSTRUCTIONS

1. Application must be filled in completely (Do not write see resume).  
APPLICATIONS THAT ARE NOT COMPLETELY FILLED OUT and  
TURNED IN BEFORE CLOSING DATE WILL NOT BE CONSIDERED
2. Cover letter

NOTE: Resumes and Cover Letters are only accepted in support of the application

### Job Description Approval

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

Employee \_\_\_\_\_ Date \_\_\_\_\_

Parent Policy Council \_\_\_\_\_ on file \_\_\_\_\_