



Quileute Tribal Council

• QUILEUTE INDIAN TRIBE •

Human Resources Department

P.O. Box 279 • La Push, WA • 98350

(360) 374-6163 / 4367 / 2175 • Fax (360) 374-4368



Quileute Tribe Job Description

Assistant Cook

HOW TO APPLY: Send the Application Package to the address listed below.

Applications can be downloaded at www.quileutetribe.com/job-openings/

Via email: hr@quileutetribe.com

-OR-

**The Quileute Tribe
Human Resources Department
P.O. Box 279
La Push, Washington 98350**

Ensure your Application contains:

1. Quileute Tribal Application (**REQUIRED**)
2. Cover Letter (**REQUIRED**)
3. Resume (**REQUIRED**)
4. Tribal Enrollment Verification (**REQUIRED**)
5. Driver's License (**REQUIRED**)
6. Diploma/Transcripts(s) High School/GED, College (**REQUIRED**)
7. Certification(s)
8. Credentials (if required)
9. Writing Sample(s) (if required)

NOTE: Incomplete applications will not be considered.

Position: **Assistant Cook**
Supervisor: Health & Disabilities Coordinator
Location: Quileute Head Start/Child Care
Work Info: Full Time: 30-40 Hrs/Week (M-F)
Salary: \$18-\$20 hr

POSITION SUMMARY:

Assists in managing food ordering, preparation, delivery, and cleaning of food service to students in the early childhood center. Maintains records, ordering, and reporting to USDA/CACFP. Orders food and supplies and maintains professional relationships with vendors, families, and staff.

ESSENTIAL DUTIES AND RESPONSIBILITIES INCLUDE THE FOLLOWING:

- Assisting in preparing meals and snacks for chi? Cho Otsk Ati children using USDA, Head Start, and Child Care guidelines
- Assisting in maintaining inventory of food, supplies, and equipment
- Assisting in maintaining equipment in good working order
- Planning menus with the assistance of the Health & Disabilities Coordinator
- Cleaning worksite including dishes
- Assisting in preparing food for Policy Council, Parent Committee, field trips, and other school and community events.
- Working with the HDC to provide appropriate meal service to children with allergies or other special needs
- Must be willing to help in the classroom as needed
- Must be willing to work as a positive team member
- Completing other duties as assigned

SKILLS, KNOWLEDGE AND ABILITIES

- Ability to work independently and as part of a team.
- Current Food Handlers Permit, TB test, First Aid and CPR card
- Must be able to maintain strict confidentiality
- Must possess a valid Washington State Driver's License or obtain
- Must pass criminal background check and drug screen
- Ability to communicate effectively with parents and staff

WORK ENVIRONMENT:

- Commercial Kitchen

PHYSICAL DEMANDS:

- Must be able to lift up to 50 lbs.

SUPERVISORY RESPONSIBILITY:

None

QUALIFICATIONS:**Required:**

- Current Food Handlers Permit or be willing to obtain.
- High School Diploma or GED.
- Must have computer skills and good record keeping skills.
- Must pass criminal background check and drug screen.
- Must possess a valid Washington State Driver's License ~ please provide a copy with job application.
- Ability to communicate effectively with parents and staff.
- Must be able to maintain strict confidentiality
- Must be reliable and prompt.
- Must be in good health.
- Yearly Physical required along with a current TB screening.
- Current Immunizations as stipulated in OHS performance standards.
- Able to follow all policies and procedures set forth by the Head Start Program and Tribal Council.

Minimum/Preferred Qualifications:

- Experience preparing food in a commercial kitchen.
- Experience preparing meals for a school or early childhood program.
- Experience working with diverse populations or in a Tribal community preferred.
- Understanding of Quileute culture and the La Push community preferred.

GENERAL INFORMATION:

The statements contained herein reflect the general details as necessary to describe the principal functions of this job, the level of knowledge and skill typically required, and the scope of responsibility, but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including work in other functional areas, to cover absences or relief, to equalize peak work periods, or balance the workload.

Special Requirements: Must have and retain a valid Washington State Driver's License ~ please provide a copy with job application. Must pass a criminal background check, drug and alcohol screening and reference check.

Indian preference will apply. If applicants have equal qualifications, preference will be given first to a Quileute Indian applicant and then to other Native Americans and Alaska Natives. Except as provided by the Indian Preference Act (Title 25 U.S. Code Sec. 472 & 473) there will be no discrimination in selection because of race, color, creed, age, sex, national origin, physical handicap, marital status, politics, or membership/non-membership in an employee organization.

HOW TO APPLY

Send Application Package to the address listed below.

Applications can be downloaded at www.quileutetribe.com/job-openings/

Via email: hr@quileutetribe.com

-OR-

**The Quileute Tribe
Human Resources Department
P.O. Box 279
La Push, Washington 98350**

Ensure your Application contains:

1. Quileute Tribal Application (**REQUIRED**)
2. Cover Letter (**REQUIRED**)
3. Resume (**REQUIRED**)
4. Tribal Enrollment Verification (**REQUIRED**)
5. Driver's License (**REQUIRED**)
6. Diploma/Transcripts(s) High School/GED, College (**REQUIRED**)
7. Certification(s)
8. Credentials (if required)
9. Writing Sample(s) (if required)

NOTE: Incomplete applications will not be considered.