



BOYS & GIRLS CLUBS
OF LOWER BRULE

JOB TITLE: *Part-Time Cook at Main Site*
Mon-Thursday 2:00 PM- 6:00 PM
JOB CLASS: *DOE*

JOB SUMMARY: Reports To: Youth Unit Coordinator. Will work with youth ages 6-12. Responsible for daily snacks and meals.

Duties and Responsibilities:

- Prepares and cooks/bakes food for meals and snacks.
- Washes pots, pans, dishes, and utensils and tidies the cooking area.
- Maintains a safe food preparation area following local, state, and federal guidelines.

Qualification & Requirements:

- Must have high school diploma or GED equivalency certificate
- Must successfully complete the Serve Safe certification class and become Serve Safe certified.
- Must Maintain Serve Safe Certification.
- Must pass pre-employment background check.
- Must pass Pre-employment drug test.
- Must have strong communication skills, both verbal and written.
- Must be alcohol and drug free.

Skills/Knowledge Required:

- Knowledge of methods of safely preparing, cooking, serving, and storing food.
- Knowledge of the uses of kitchen utensils and equipment and their operation thereof.
- Ability to work independently and cooperatively with other staff.
- Ability to follow oral and written instructions.
- Ability to prepare various foods.
- Ability to establish and maintain effective working relationships with others.
- Ability to interact with the children and youth in a manner that clearly conveys warm regard, respect, and care.
- Ability to relate to children and to maintain good relationships with parents and the community.

TO APPLY:

Submit LBST application/resume to:
Human Resources Office
Lower Brule Sioux Tribe
187 Oyate Circle
Lower Brule, SD 57548

Phone # 605-473-5561 ext. 5401 or 5402
Fax # 605-473-5606
Email: wilmawilson@lowerbrule.net
or josieskunk@lowerbrule.net

Opening Date: 07/25/24

Closing Date: 08/08/24