

## **LOWER BRULE SIOUX TRIBE JOB ANNOUNCEMENT**

**JOB TITLE:** CHILDCARE COOK – FULL TIME

**JOB CLASS:** LEVEL IV – (\$17,855 - \$24,842) DOE

**JOB SUMMARY:** Under the direct supervision of the director. Is responsible for planning, preparing, serving, and recording all meals and snacks served at the center. Responsible for following all standards set by SD Child Nutrition Program and the SD licensing agent.

### **ILLUSTRATIVE DUTIES**

- Plan, purchase, prepare, and serve meals and snacks in compliance with the SD Child Nutrition guidelines daily and ensure a positive eating experience for each child.
- Order and purchase food and supplies as needed.
- Be knowledgeable of the Center's health and safety regulations as stated by the SD Health Board and emergency procedures and be ready to respond appropriately when necessary.
- Record temperatures in refrigerators daily and defrost them as needed.
- Clean the kitchen, laundry and dining areas, and all equipment including stoves, refrigerators, microwaves, carts, counters and all storage areas as needed.
- Collect and dispose of trash to the garbage outside.
- Complete all tasks on the daily cleaning list and document.
- Attend all staff meetings and recommended training programs and conferences.
- Provide the director with documentation in accordance with State Regulations
- Be prepared to assist in other areas of the Center as assigned by the Director to ensure proper adult/child ratio.
- Perform other related duties as assigned.

### **QUALIFICATIONS**

- Must be at a minimum of 18 years old.
- Must a high school diploma.
- Must be certified in Food Services
- Must display a knowledge of the principles of good nutrition and have at least one year of work experience in planning, preparing, and serving meals for a large group.
- Must be sincerely interested in working with young children.
- Must display a willingness to attend workshops that will further his/her knowledge in food related matters and child development.
- Must pass background check.
- Must not have on record a substantiated report of child abuse or neglect.
- Must pass pre-employment drug test.
- Must physically fit to lift 60 pounds, sit on floor or low child size chairs, walk and run short distances, stand for long periods of time and bend frequently, and work around kitchen equipment. Must be agile enough to move quickly in response to children's actions.

**TO APPLY:**

Submit tribal applications/resume to:

Human Resources Department  
Lower Brule Sioux Tribe  
187 Oyate Circle  
Lower Brule, SD 57548

**Opening Date: 02/13/24**

**Closing Date: 02/27/24**