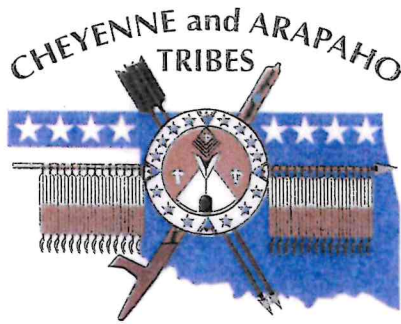


PERSONNEL



PO Box 167
Concho, OK 73022
405.422.7498
Fax 405.422.8222

VACANCY ANNOUNCEMENT

Position: Cook
Location: Concho, OK
Department: Education
Program: Head Start
Supervisor: Center Supervisor, Assistant Director, Director
Status: Non-exempt
Employment Status: Full time, hourly, 40 hours per week; usual hours Monday – Friday 7:30 – 3:30; flexible schedule with early morning, evening, or weekend work.
Kitchen Supervision: Cook Aide

All staff work toward this overall program goal: To assist each child in developing to his/her potential, and to empower parents in their role as the most important and primary teachers, caregivers, and role models of their own children.

GENERAL OBJECTIVE: Plans and prepare meals for all children. Implements plan to ensure compliance in the Nutrition content areas of the Head Start Performance

ESSENTIAL DUTIES AND RESPONSIBILITIES: include the following. Other duties as assigned.

- **Mandatory reporter of all suspected incidents of child abuse and neglect.**
- **Drug Free Policy – No tolerance.**
- **In the event of a disaster, Head Start employees are required to provide assistance in accordance with the tribe's Emergency Operations Plan or their level of training (CPR and/or First Aid).**
- ***All Cheyenne & Arapaho Tribes Head Start applicants must submit mandatory criminal background check information to the Personnel Department before employment with the program, or following any conviction occurring after commencement of employment.***

Duties and Responsibilities:

- Responsible for adhering to the Performance Standards and meeting the requirements nutrition content area.
- Responsible for the coordination of nutrition activities with Head Start teachers.
- Responsible for maintaining inventory, ordering, and purchasing of food and kitchen supplies for the center in cooperation with Education Manager and Assistant Director.
- Responsible for monitoring and maintaining complete and accurate USDA records within allotted time lines to document and track nutrition services provided.

- Coordinate with Education Manager for training and development of Nutrition service agreement with IHS and Diabetes Wellness.
- Responsible for the oversight of menu production.
- Responsible for maintaining compliance with the CACFP regulations.
- Ensure cleanliness of kitchens and comply with USDA regulatory requirements.
- Comply with State licensing requirements in regards to nutrition criteria.
- Develop and implement a system for efficiently managing kitchen and food purchases.
- Submits monthly reports to the center supervisor which is then forwarded to Education Manager and Assistant Director.
- Participates in regularly scheduled management staff meetings and trainings.
- Participates in the annual assessment of equipment and material needs.
- Follows rules and regulations as set forth by the Tribal Council, in conjunction with Tribal Personnel Policies and Procedures Manual.

Program participation and Team Member:

- Arrive to work on time, punctually attends and actively participates in all program activities to include site, component, and staffing team meetings, all staff meetings, overnight retreats and trainings.
- Required to be respectful, cooperative and reliable team member and participant in program activities.
- Projects a professional work image, both in dress and manner. Required to dress in solid scrubs approved by Policy Council.

Confidentiality:

- Required to respect the confidentiality of information about enrolled children and families, personnel issues, and other program operations as appropriate.

Training:

- In consultation with supervisor, develops own professional work goals and training plan. Participates in training as requested.

Qualifications:

- Preference to Head Start parents.
- High School Diploma or GED.
- Must be in good physical health and free from communicable diseases.
- Experience in food preparation.
- Knowledge of USDA-CACFP guidelines and Head Start Performance Standards
- Ability to clearly articulate the program's goals and philosophy and the role of the nutrition.
- Leadership ability in the area of planning, organizing, supervising and implementing program design.
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Other Requirements:

- Ability to function effectively in cross-cultural situations.
- Ability to understand warmth, empathy and genuineness with others.

- Ability to communicate effectively verbally and in writing.
- Demonstrates initiative and resourcefulness in work activities.
- Ability to work positively with parents and work cooperatively as a team member.
- Obtain and hold a current food handler's card/first aid and CPR.
- Maintain compliance with Criminal History Registry
- Random Drug testing.
- Cheyenne and Arapaho Preference.

Physical Qualifications:

Ability to manage physically-active children, ages three to five within a weight range up to 60 lbs., lifting, restraining, guiding, pursuing, withstanding sudden movements.

SALARY: Negotiable, depending on qualifications and experience.

APPLICATION PROCEDURE: Submit Tribal Application, Resume, Transcripts, Diploma, Certifications, License and CDIB to:

Cheyenne-Arapaho Tribes of Oklahoma

Personnel Department

P.O. Box 167

Concho, OK 73022

Or e-mail: atisdale@cheyenneandarapaho-nsn.gov

Office (405) 422-7498

Fax (405) 422-8222

Toll Free 1 (800) 247-4612 ext. 27498



To view all our current vacancy announcements, please visit our website at: www.cheyenneandarapaho-nsn.gov