



Spirit Lake Tribe  
P.O. Box 359  
Fort Totten, North Dakota 58335  
[slthr@spiritlakenation.com](mailto:slthr@spiritlakenation.com)

<b>Job Title:</b>	Assistant Cook	<b>Open Date:</b>	September 16, 2022
<b>SLT Program:</b>	Senior Services	<b>Closing Date:</b>	Until Filled

**Position Objective:**

**Major Duties & Responsibilities:**

- Assist with inventory, maintain accurate record of food supplies, equipment, dishes, silverware, pots, and pans.
- Have knowledge of all health codes according to dress, food storage, food preparation, sanitation, chemical mixtures, internal temperatures, and rotation of stock.
- Assist Head Cook with preparation of 170 + meals and serving of home-delivered/congregate meals.
- Verify that prepared food meets requirements for quality and quantity.
- Assist with kitchen clean-up after meals and a thorough kitchen clean-up on a weekly basis.
- Maintain sanitation, health, and safety standards in work areas. Abide by health and safety procedures.
- Identify and document unsafe practices or conditions and report any accidents immediately to the Head Cook.
- Responsible for meal preparation, serving, ordering of food/supplies and other duties in the absence of the Head Cook.
- Must wear a hair net and gloves when preparing and cooking all food items.
- Communicates and works effectively with other staff members.
- Maintain confidentiality about program participants, families/caregivers, and facility.
- Must be able to lift 50lbs.
- Designated work schedule is Monday-Friday: 6:00am – 11:00am.
- Attend meetings and training as required by Spirit Lake Senior Services program.
- Other duties as assigned by Head Cook and/or Senior Services Director.

**Qualifications, Experience, and education required:**

- High school diploma or GED with work experience. Experience in working with elders, preferred.
- Submit to a pre-employment drug test and background check.
- Able to lift 50lbs.
- Kitchen & Food Prep experience preferred to provide necessary knowledge, skills, and abilities to perform essential duties and responsibilities.
- Hair net, gloves and face mask must be worn at all times when preparing and cooking all food items.

<b>Job Role:</b>	Assistant Cook	<b>Company Industry:</b>	Senior Services Program
<b>Employment Status:</b>	Part-Time (30 Hrs/Wk)	<b>Supervision</b>	Program Director
<b>Monthly Salary Range:</b>	DOQ	<b>Manages Others:</b>	No.
<b>Number of Vacancies:</b>	One (1)	<b>Classification: Exempt/Non- exempt</b>	Exempt
<b>Please Send Application to:</b>			
<b>Name:</b>	Spirit Lake Human Resource Dept	<b>Email:</b>	<a href="mailto:katerid@spiritlekenation.com">katerid@spiritlekenation.com</a> <a href="mailto:normar@spiritlekenation.com">normar@spiritlekenation.com</a>
<b>Address:</b>	P.O. Box 97	<b>State</b>	North Dakota
<b>City:</b>	Fort Totten	<b>Zip/Postal Code:</b>	58335
<b>Phone:</b>	701-381-0204 or 701-381-0361	<b>Fax:</b>	701-766-1272
<b>Application Procedure</b>	Complete application/Completed resume/Application materials must clearly explain how experience and education are related to minimum qualifications and job duties. Copy of Credentials /License/Copy of college transcripts/copy of valid driver's license/Names, addresses, phone numbers and permission to contact three references/If seeking Indian Preference a copy of Tribal Enrollment must be attached/ If seeking Veteran's preference must include Form DD214/Authorization signature will be required for background check and drug testing.		