



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

<b>Job Title:</b>	<b>Cook</b>	<b>Open Date:</b>	<b>July 28, 2022</b>
<b>SLT Program:</b>	<b>Little Dreamers Childcare Center</b>	<b>Close Date:</b>	<b>Until Filled</b>

**Position Objective:** The Child Care Center Cook will be under the supervision of the Center Manager, the cook implements the menu, purchases food, completes Child Care Food Program paperwork and supports center staff with nutrition activities in the classroom.

- Major Duties & Responsibilities:**
- Plans and Implements the cycle menu in accordance with policies, procedures, and established practices; budget requirements; and the guidelines established by the Child Care Food Program.
  - Prepares, organizes, and set up the food for meals and snacks (including meeting the “time of day meal service” guidelines required by the Child Care Food Program).
  - Prepares meals and snacks in such a way that a minimum of nutrients are lost from foods, ensure that foods taste good and look appealing, and that there are ample amounts of food for children to have as many servings as they need.
  - Joins the children and staff at the table during mealtimes whenever possible.
  - Cleans and maintains kitchen, food service utensils, equipment, and food storage areas to standards mandated by the Spirit Lake Child Care Licensing Standards, and best practices with regards to food safety and sanitation.
  - Purchases food and supplies necessary to prepare the planned menus for the number of enrolled children and program staff.
  - Maintains all required Child Care Food Program paperwork. Paperwork includes menu production records, monthly adjustment sheets, food transport records, inventories, cycle menus, attendance sheets and food purchase receipts. Compiles monthly reports accurately. Turns in all monthly Child Care Food Program documentation on time.
  - Posts and maintains all required Child Care Food Program notices.
  - Shares duties with the Assistant Cook for efficient functioning of food service program.
  - Refers child nutrition concerns to appropriate agency staff member.
  - Participates in team meetings, required in-services and all cook networking’s and trainings.
  - Communicates and works effectively with other staff members.
  - Trains Assistant Cook and potential substitutes in the CCFP paperwork and in all other aspects of the cook’s roles and responsibilities.
  - Maintain a gossip-free work environment.
  - Adhere to the guidelines stated in the employee handbook.
  - Perform housekeeping duties as scheduled.
  - Maintain confidentiality about children, families, and the center.

- Report to the supervisor any significant or unusual occurrences.
- Other duties as assigned by 477 Administrator.

**Qualification for Employment: the knowledge, skills, and abilities listed below are required to allow the employee to perform the duties listed above.**

**Knowledge, Skills, and Ability Requirements:**

- Basic cooking skills plus experience in food service and volume meal preparation.
- Must be able to read and follow a recipe and a cycle menu.
- Must be able to relate well to parents, children, and other staff members.
- Must communicate effectively.
- Must possess organizational skills, time management skills, and ability to prioritize.
- Must possess the ability to keep accurate reports and records.
- Must possess the math ability to increase or decrease recipe quantities, including the ability to use decimals and fractions.

**Qualifications:**

- It is preferred that the Cook have course work and training in foods, nutrition and/or dietetics. It is also preferred that the Cook possess a current Food Handlers Certificate at the time of hiring. A commitment to secure continuing education related to employment with the Center is required.
- Must possess knowledge of the principles and practices of child nutrition. Demonstrated skills in preparing foods in a nutritious good tasting and appealing manner. Experience in child food service preparation and management desirable.
- Submit a current physical exam including Mantoux (TB) Test.
- Must pass Criminal Background check at the Federal, State and Tribal Level.
- Candidate must attend Orientation/Training on designated date.

<b>Job Role:</b>	Cook	<b>Company Industry:</b>	Spirit Lake Tribe
<b>Employment Status:</b>	Full- time	<b>Supervision</b>	Little Dreamers Financial Office Manager
<b>Monthly Salary Range:</b>	DOQ	<b>Manages Others:</b>	No
<b>Number of Vacancies:</b>	1	<b>Classification: Exempt/Non-exempt</b>	

**Please Send Application to:**

<b>Name:</b>	Spirit Lake Human Resource Dept	<b>Email:</b>	<a href="mailto:katerid@spiritlakenation.com">katerid@spiritlakenation.com</a> or <a href="mailto:normar@spiritlakenation.com">normar@spiritlakenation.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.
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