



Spirit Lake Tribe
P.O. Box 359
Fort Totten, North Dakota 58335
karenj@spiritlakenation.com

Job Title:	Head Cook	Open Date	September 14, 2022
SLT Program:	Spirit Lake Senior Services	Close Date:	Until Filled

Position Objective:

Major Duties & Responsibilities:

- Provide nutritious proportionate meals daily for 170 + Elders.
- Perform all duties in accordance with Dietary Guidelines for Americans, Food Safety Code and policies from local, state, and federal agencies designed for home-delivered/congregate meal services.
- Maintain a clean, orderly, and safe environment for food service operations to ensure compliance with food safety codes.
- Prepare and cook meals with consideration of nutritional food content (sodium, fat, sugar, etc.) to meet the requirements of the Older Americans Act.
- Ensure foods are appealing to program participants, enhance taste, emphasize variety, and verify portion sizes for accuracy.
- Complete inventory of food and supplies in a weekly up-to-date process to promote accuracy. Submit inventory to the Director on a weekly basis.
- Maintain accurate records, daily paperwork, and meal reports of elders in home-delivered /congregate meal counts. Paperwork consists of monthly menus, Home-Delivered Meal Temperature Record, Refrigerator/Freezer Temperature Records, etc.
- Purchase food and supplies necessary to prepare planned menus. Maintain food, milk, and other invoices and submit to the Director on a weekly basis.
- Must wear a hair net and gloves when preparing and cooking all food items.
- Trains Assistant Cook in all aspects of the Head Cook's roles and responsibilities. Shares duties with Assistant Cook for efficient functioning of food service program.
- Communicates and works effectively with other staff members.
- Maintain confidentiality about program participants, families/caregivers, and facility.
- Must be able to lift 50lbs.
- Attend meetings and training as required by Spirit Lake Senior Services program.
- Hours of operation: Monday-Friday (5:00am – 12:00pm).
- Other duties as assigned by Senior Services Director.

Qualifications:

- High school diploma or GED required. Culinary Arts degree or certification preferred.

- Valid ND Driver's License
- Good hygiene skills & in compliance with safety, & health regulations.
- Work experience which provides the necessary knowledge, skills, and abilities to perform essential duties and responsibilities.
- Lifting requirements, 50 lbs. or more.
- Prefer 2 yrs. experience of kitchen management

Job Role:	Head Cook	Company Industry:	Spirit Lake Tribe
Exempt/Non-exempt	Exempt		
Employment Status:	Full- time	Supervision	Program Director
Monthly Salary Range:	DQ	Manages Others:	Yes
Number of Vacancies:	One	Classification: Exempt/Non- exempt	

Please Send Application to:

Name:	Spirit Lake Human Resource Dept	Email:	ndemarce@spiritlakenation.com or normar@spiritlakenation.com
Address:	P.O. Box 97	State	North Dakota
City:	Fort Totten	Zip/Postal Code:	58335
Phone:	701-766-1203 or 701-766-1215	Fax:	701-766-1272

Application Procedure	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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