



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

Job Title:

Shelter Cook (TEMP/PT)

Open Date:

October 25, 2024

Program:

Homeless Shelter

Close Date:

Until Filled

Position Summary: Responsible for all kitchen activities during work hours. A general summary of responsibilities includes cooking dinner and prepping for supper meals. Develop weekly menu's, order food and supplies for homeless shelter.

MAJOR DUTIES AND RESPONSIBILITIES:

- Prepare/develop menus with the assistance from a nutritional health professional.
- Communicate necessary information to staff to keep them informed.
- Maintain safety and security of shelter property, and report concerns to Resident Shelter Coordinator, Security or to the authorities.
- Ensure the privacy and safety of other residents by not confirming identity of other residents, and by not allowing anyone other than residents, staff, case workers or law enforcement on the premises.
- Maintain the cleanliness of kitchen area in the shelter through performing daily cleaning and sanitizing, and on as needed basis
- Complete and maintain Shelter Inventory list and organizational/shelter upkeep duties as assigned.
- Perform basic maintenance as needed (ex. changing light bulbs) and report any major maintenance issues to Shelter Residential Coordinator.
- Refrain from using slurs or other derogatory terms and gossiping.
- Other duties as assigned by Shelter Coordinator.

Qualifications:

- High School Diploma or equivalent.
- Strong organizational and communication skills.
- Ability to establish and maintain professional boundaries while working with residents.
- Ability to work independently with minimal daily oversight from the supervisor. Weekly review by supervisor.
- Strong interpersonal skills, ability to be compassionate and firm towards guests.

- Work requires long periods of standing, recurring bending, stooping, reaching, or similar activities.
- Ability to walk, climb or descend stairs, kneel, bend and twist.
- Position may require the use of protective clothing or gear such as masks, gowns, gloves, etc.
- Ability to pass a criminal background check

Job Location:	SLT Homeless Shelter	Company Industry:	Spirit Lake Tribe
Job Role:	Shelter Cook	Supervision:	Shelter Residential Coordinator
Employment Status:	Temporary Part-Time/Seasonal (Winter)	Manages Others	No
Grade:	8		
Number of Vacancies:	1		

Please Send Application to:

Name:	Spirit Lake Human Resource Dept.	Email:	rcrosswhite@spiritlakenation.com or mkeo@spiritlakenation.com
Address:	P.O. Box 97	State	North Dakota
City:	Fort Totten, North Dakota	Zip/Postal Code:	58335
Phone:	701-381-0204 or 701-381-0361	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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