



*Shoshone Tribe
Human Resource Dept.
P.O. Box 538
Fort Washakie, WY 82514
Phone: (307) 332-2005, Ext. 160
Fax: (307) 332-9883*

NOTICE OF EMPLOYMENT

POSITION: Assistant Cook – Big Wind Hall
EMPLOYER: Shoshone Tribe – Elderly Assistance Program
SALARY: DOE
OPENING DATE: April 23, 2018
CLOSING DATE: May 4, 2018

QUALIFICATIONS:

- ❖ High school diploma or GED
- ❖ Must have one (1) year of actual experience in food service.
- ❖ Must have knowledge of food nutrition that complies with the 2010 Dietary Guidelines, the Older American Act requirements.
- ❖ Must be able to lift 30+ pounds.
- ❖ Must be reliable, dependable, and a team player.
- ❖ Must have basic computer operations and communication skills.
- ❖ Must have a positive attitude of respect, patience, courteous and tactful manner towards program participants, guests and employees.
- ❖ Must be certified or become certified in the CPR/First Aid training and Food/Safety Sanitation.
- ❖ Employment history must prove creditability and dependability.
- ❖ Must be able to pass a background check.

DUTIES AND RESPONSIBILITIES:

- ❖ Assists the head cook with food preparation and with serving the participants and guests.
- ❖ Assists with preparation of home delivered meals.
- ❖ Ensures food is appetizing and meets the nutritional requirements of the program.
- ❖ Will be responsible for taking down chairs and setting tables before meals such as placing napkins, water pitchers, salt and pepper shaker, etc.
- ❖ Will sweep, mop the floors in the storage rooms and kitchen area on a daily basis.
- ❖ Will clean and sanitize all kitchen equipment, refrigerators, freezers, mixers, and ovens on daily basis.
- ❖ Will clean the kitchen and dining area with wiping down tables and chairs, washing

cooking utensils, pots and pans and putting them away.

- ❖ Will assist with daily recording of meals served, food inventory, non-supplies and equipment.
- ❖ Inspects kitchen equipment on daily basis and reports any equipment problems to the Director.
- ❖ Maintains a neat and clean appearance at all times, no jewelry or nail polish. Hair must be in a net while preparing and serving meals.
- ❖ Participates in food handling and other training courses.
- ❖ Ensures kitchen staff complies with safe and sanitary handling of food, equipment, supplies used in the storage and preparation of meals
- ❖ Assists with activities, fundraising and other program functions as needed.
- ❖ Assumes duties and responsibilities of Head Cook during his/her absence.

Application Requirements: Submit a complete application with supporting documents to Eastern Shoshone Tribe, Human Resource Department, P.O. Box 538, Ft. Washakie, WY 82514. Applications are available online at easternshoshone.org and can be sent via email to dshoyo@easternshoshone.org or faxed to 307-332-9883 until 4.45 PM on the closing date. Supporting documents: Driver's License, Tribal ID, High School Diploma/GED, Degree or professional credentials, and other supporting documents that verify required qualifications.

Indian preference applies.

Applicants who have a current application on file, must submit a letter of interest. The letter should address how you meet each qualification. **Telephone calls are not accepted in place of an employment application or letter of interest.**

Applicants being considered for employment must submit to a pre-employment drug screen prior to being hired. Refusal to take the test will render the applicant ineligible for employment.