



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:** Head 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:**

- ❖ Develop monthly menus with the collaboration of the Cent\$ible Nutrition Program and the Indian Health Service Dietician for menu approval and other nutritional activities.
- ❖ Prepares, cooks and serves meals to the participants and home bound participants.
- ❖ 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.
- ❖ Cleans and sanitizes all kitchen equipment, refrigerators, freezers, mixers, and ovens on daily basis.
- ❖ Prioritize and plan kitchen activities with staff.

- ❖ Orders food and supplies on a weekly basis using cost control to stay within the program budget.
- ❖ Maintains a daily record 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.

**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](http://easternshoshone.org) and can be sent via email to [dshoyo@easternshoshone.org](mailto: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.