



*Human Resource Department  
PO Box 538  
Fort Washakie, WY 82514  
Phone: (307) 332-2005  
Fax: (307)332-9883*

### **NOTICE OF EMPLOYMENT**

**POSITION:** Assistant Cook – Big Wind Hall  
**EMPLOYER:** Shoshone Tribe – Elderly Assistance Program  
**SALARY:** DOE  
**OPENING DATE:** January 13, 2020                      **CLOSING DATE:** OPEN UNTIL FILLED

#### **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.

#### **QUALIFICATIONS:**

- ❖ High school diploma or GED and 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 wear appropriate attire in kitchen area at all times to ensure safety and infection control.
- ❖ Must be able to lift 30+ pounds and be able to endure long periods of standing.
- ❖ Must be reliable, dependable, and a team player.
- ❖ Must have a positive attitude of respect, patience, courteous and tactful manner towards program participants, guests and employees.
- ❖ Must be able to follow recipes and other written instructions.
- ❖ Applicants being considered for employment will be required to pass an alcohol and drug test and a background check. Refusal to take the test or testing positive will render the applicant ineligible for employment with the Eastern Shoshone Tribe for 60 days.

### **APPLICATION REQUIREMENTS:**

- Submit a complete application with supporting documents to the Eastern Shoshone Tribe, Human Resource Department, P.O. Box 538, Ft. Washakie, WY 82514.
- Applicants that state “See Resume “ for employment history must have the following the information listed on the resume:
  - Dates of previous employment
  - Reason for leaving previous employment
  - Hourly rate of previous employment.
- Applications are available online at [easternshoshone.org](http://easternshoshone.org) and can be sent via email to [menos@easternshoshone.org](mailto:menos@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.
- Applicants who have a current application with supporting documents 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.**
- Preference will be given to a qualified Eastern Shoshone tribal member, then other qualified federally recognized Indian tribal members and then other qualified candidates. Applicants must submit a copy of Tribal Enrollment card or CIB for Indian Preference.
- Veterans who meet the minimum qualifications and provide documentation of an honorable discharge (DD214) from any branch of military service are entitled to receive preference points during the interview process.