



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

NOTICE OF EMPLOYMENT

POSITION: Dishwasher
DEPARTMENT: Elderly Assistance
SUPERVISION: Elderly Assistance Director
SALARY: Per Approved Budget
OPENING DATE: December 21, 2020 **CLOSING DATE:** January 7, 2021

POSITION SUMMARY:

The position of the Dishwasher is to keep all kitchenware, appliances and kitchen area sanitized. Keep track of cleaning supplies on a weekly basis. Assist the Head Cook and Assistant Cook with other duties as assigned.

DUTIES AND RESPONSIBILITIES

- Responsible for daily cleanliness in the kitchen area.
- Wash/Clean cooking utensils, trays, pots and pans as well as storing them.
- Must be able to work independently.
- Monitor dishwasher solution weekly, inform supervisor when supply is low.
- Sweep and mop the floors in the kitchen area and storage room on a daily basis.
- Will clean and sanitize all kitchen equipment, food cart, refrigerators, freezers, mixers, and ovens on a daily basis.
- Wash/Clean kitchen walls when needed.
- Assist with home delivered meals.
- Maintain a neat and clean appearance at all times, no jewelry or nail polish. Hair must be in a net while in kitchen and dining room area.
- Will assist Head and Assist Cook with other duties.

QUALIFICATIONS:

- High School diploma or GED is required.
- Must be able to lift 30+ pounds.
- Must be able to endure long periods of standing.
- Must be reliable, dependable and a team player
- Must be certified or become certified in CPR/First Aid training and Food Safety Sanitation course.

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 and can be sent via email to saragon@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.
- 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.