NOTICE OF EMPLOYMENT

POSITION:  Cook/Maintenance

DEPARTMENT:  Early Intervention Program

SUPERVISION:  Early Intervention Director and/or SPED Coordinator

SALARY:  Depending on Experience

OPENING DATE:  July 20, 2023  CLOSING DATE:  Open Until Filled

POSITION SUMMARY:
The Cook/Maintenance position for the Early Intervention Program is a combined position. The primary role as a cook is to provide health snacks and lunches to young children in a preschool setting utilizing food safe practices. Additional duties include basic maintenance to clean, sanitize and maintain a health work/school environment.

DUTIES AND RESPONSIBILITIES
- Prepare meals and snacks following the Child and Adult Care Food Program, Safe Serve, and/or USDA food guidelines.
- Assist classroom staff during meal/snack times to ensure proper food distribution guidelines are followed with adequate amounts of nutritional food/drink provided.
- Ability to understand, plan/prepare meals and/or use of appropriate eating implements needed by following dietary/mealtime modification/accommodation/restriction guidelines/plans as written by physician and/or therapist.
- Maintain clean kitchen, refrigerator, pantry, etc. at all times.
- Plan and create monthly lunch and snack menus with corresponding calendars to be submitted to the classroom staff & director in a timely manner.
- Maintain accurate inventory of groceries, cleaning supplies, paper products, etc.
- Help to plan, prepare & clean for large events sponsored by the Early Intervention Program for families and/or staff, such as monthly staff meetings, community picnics, fieldtrips, etc.
- Prepare & assist with health/food inspection when scheduled.
- Prepare & assist with fire inspection when scheduled.
- Meet & greet the public, vendors, and other visitors with courtesy & respect.
• Maintain the cleanliness and safety of the program building and surrounding outdoor area for children and staff. Which includes:
  - Thorough cleaning of bathrooms and restocking of paper supplies.
  - Vacuuming and or sweeping and mopping of all common use areas and hallways.
  - Emptying of all trash receptacles.
  - General organization and cleanliness of common use areas and outdoor spaces.
  - Assisting classroom staff in maintaining a clean and safe environment for children throughout the school day.

• Assist in the cleanliness and maintenance of the Program and Classroom vehicles, including snow removal as needed.

• Maintain the general working condition of the Program/classroom building and perform basic maintenance duties as needed.

• Light grounds keeping, such as helping to clean out sheds or storage with lifting.

• Learn the bus route and be available to be a substitute driver when needed.
  - Adhere to WY Child Car Seat Laws.
  - Adhere to reporting WY Child Abuse & Neglect.

• Basic computer knowledge to access work email, time clock information, calendars, etc.

• Perform other duties as assigned by the Director.

QUALIFICATIONS:
• Must have High School Diploma or GED equivalency.
• Experience working with young children.
• Experience working in food services.
• At least 2 years of food prep/service experience.
• ServSafe certification.

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 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 rferris@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.

**APPLICATION REQUIREMENTS:**

MUST COMPLY WITH HIPAA PRIVACY RULE AD MUST MAINTAIN STRICT CONFIDENTIALITY OF ALL INFORMATION PROCESSED THROUGH THE HUMAN RESOURCE DEPARTMENT INCLUDING RECORDS, REPORTS, DOCUMENTS, CONVERSATIONS, ETC. A breach of confidentiality will subject to appropriate disciplinary action, up to and including dismissal from employment.