



Human Resource Department
PO Box 5338
Fort Washakie, WY 82514
Phone: (307) 332-2005
Fax: (307) 332-9883

NOTICE OF EMPLOYMENT

POSITION: Assistant Cook (Fort Washakie)
DEPARTMENT: Elderly Assistant Program
SUPERVISION: Elderly Assistant Director
STATUS: Permanent- Full Time
SALARY: Per Approve Budget
OPENING DATE: September 9, 2024 **CLOSING DATE:** Open Until Filled

POSITION SUMMARY:

This position is a food service position that prepares meals consistent with the 2010 Dietary Guidelines and the Older American Act.

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.

PERFORMANCE STANDARDS AND EVALUATION FACTORS SHALL INCLUDE BUT NOT BE LIMITED TO THE:

- Ability to maintain dependability and reliability.
- Ability to use common or specialized kitchen and cleaning equipment.
- Ability to clean and maintain all kitchen appliances in good working order.
- Ability to prepare menus that have variety, appetizing and cost effective.
- Knowledge of about nutrition.
- Efficient use of quality customer service.
- Ability to establish and maintain effective working relationship with staff.
- Ability to work independently with little supervision.
- Demonstrate knowledge food preparation, food safety, sanitation, menu planning, food purchasing, storage, cost control, and maintaining kitchen equipment.

QUALIFICATIONS:

- Must have a High school diploma or GED and 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 over 30 lbs.
- 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 certified or become certified in the CPR/First Aid training and Food/Safety Sanitation.
- Must be able to pass a background check and drug test.

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 lmorgan@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.