



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

NOTICE OF EMPLOYMENT

POSITION: Head Cook (Crow Heart)
DEPARTMENT: Elderly Assistance Program
SALARY: Per Approved Budget
OPENING DATE: January 22, 2025 **CLOSING DATE:** February 4th, 2025

POSITION SUMMARY:

Head Cook manages a variety of kitchen activities. Position requires knowledge of food nutrition that complies with the 2010 Dietary Guidelines and will be required to work with a dietician assuring menus meet the Older American Act requirements, food preparation, food safety and sanitation, menu planning, food purchasing, storage, cost control, maintain all kitchen equipment, and minimal computer skills.

QUALIFICATIONS:

High school diploma or general education degree (GED); or one to three years of experience in related position may be substituted for educational requirements. One year in a directly related position is required.

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

- Understand and abide by the Eastern Shoshone Tribes Employee Policy and Procedures manual and other management system policies and procedure pertinent to job functions.
- Ability to maintain dependability and reliability
- Work independently or as a team member
- Develop monthly menus
- Set goals and objectives with kitchen staff and drivers/outreach workers for food delivery to homebound program participants
- Collaborate with Cent\$ible Nutrition Program and Indian Health Service Dietician for menu approval and other nutritional activities
- Ensure kitchen staff complies with safe and sanitary handling of food, equipment, supplies used in the storage and preparation of meals
- Use cost control when ordering food to stay within the budget+
- Duties and responsibilities will include other activities and areas as needed to carry out Elderly Assistance Program functions.

DUTIES AND RESPONSIBILITIES:

- Prepare and serve meals following approved menu to ensure food is appetizing and meets the nutritional requirements of the program
- Prioritize and plan kitchen activities with staff.
- Order food and supplies on a weekly basis
- Maintain daily record of meals served, food inventory, non-supplies and equipment
- Inspect kitchen equipment
- Must have minimal computer skills
- Good hygiene is important, no fingernail polish or jewelry

Maintain strict confidentiality of all information processed through the Elderly Assistance Program including records, reports, documents & conversation. A breach of confidentiality will be subject to appropriate disciplinary action, up to and including dismissal from employment.

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.