



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

NOTICE OF EMPLOYMENT

POSITION: Cook/Maintenance
DEPARTMENT: Early Intervention Program
SUPERVISION: Early Intervention Director and/or SPED Coordinator
SALARY: Depending on Experience
OPENING DATE: 3-3-25 **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 healthy 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 a safe environment for children throughout the school dat.
- 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
- Serv Safe 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 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 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.