



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

POSITION: Cook/Maintenance
DEPARTMENT: Early Intervention Program
SUPERVISION: Early Intervention Director and/or SPED Coordinator
SALARY: Depending on Experience
STATUS: Permanent Full-Time
OPENING DATE: July 10, 2026 **CLOSING DATE:** Open Until Filled

POSITION SUMMARY:

The Preschool Cook/Maintenance employee serves in a dual role supporting the daily operation of the Early Intervention Program. The primary responsibility is preparing nutritious meals and snacks for preschool-aged children while maintaining compliance with food safety and sanitation regulations. The secondary responsibility includes maintaining a safe, clean, and welcoming learning environment through routine basic maintenance, cleaning and transportation support.

This position requires the ability to work independently, maintain high standards of cleanliness and organization, and demonstrate a positive, child-centered attitude. The work environment includes a preschool educational setting, basic kitchen space with appliances, offices, playgrounds, and other family-based spaces.

DUTIES AND RESPONSIBILITIES

Food Service Responsibilities (Primary)

- Plan, prepare, and serve healthy breakfasts, lunches, and snacks according to USDA guidelines
- Prepare meals that meet the nutritional needs of preschool-aged children, including accommodations for allergies and special dietary needs.
- Maintain a clean, sanitary, and organized kitchen at all times.
- Practice safe food handling procedures in accordance with tribal health regulations.
- Monitor food temperatures during storage, preparation, cooking, and serving.
- Clean and sanitize food preparation areas, dishes, kitchen equipment, appliances, and utensils.
- Maintain kitchen inventory and rotate food to reduce food waste.

- Prepare grocery list and kitchen supplies to be submitted to the Director for preapproval
- Load, unload, and properly store groceries and supplies.
- Maintain records of food inventory, menus, and/or food waste logs.
- Assist with special events, family activities, and holiday meals when needed.
- Maintain confidentiality regarding children and families.
- Demonstrate respect for the culture, traditions, and diversity of the families served.
- Follow all Early Intervention Program, Tribal, State, and Federal policies and procedures.
- Participate in required trainings and professional development.
- Promote a positive, safe, and welcoming environment for children, families, and staff.
- Support the mission and goals of the Early Intervention Program through teamwork, professionalism, and dependable service.

Maintenance Responsibilities

- Maintain cleanliness throughout classrooms, offices, hallways, restrooms, kitchens, and common areas.
- Perform daily, weekly, and seasonal cleaning tasks.
- Empty trash containers.
- Sweep, mop, vacuum, and sanitize floors and surfaces.
- Set up and move furniture for classrooms, meetings, and special events.
- Maintain storage rooms and custodial closets in an organized manner.
- Monitor building safety concerns and report maintenance issues promptly.
- Assist with snow removal, sidewalk maintenance, and seasonal grounds care.
- Operate maintenance equipment safely.

Transportation & Support Duties

- Drive agency vehicles for grocery shopping, supply pickups, and deliveries as assigned.
- Assist with loading and unloading supplies and equipment.
- Support classroom staff with setup and cleanup when needed.
- Assist with emergency preparedness activities.
- Perform additional duties as assigned by administration.
- Occasionally assist with classroom transportation utilizing car seat safety guidelines

Physical Requirements

The employee must be able to:

- Frequently stand, walk, bend, stoop, kneel, crouch, and reach.
- Lift and carry up to **50 pounds** regularly.
- Push or pull carts loaded with groceries or supplies.
- Load and unload food deliveries.
- Operate kitchen appliances and maintenance equipment safely.
- Work indoors and outdoors in varying weather conditions.
- Perform repetitive hand movements for food preparations and cleaning.

QUALIFICATIONS:

- High School Diploma or GED equivalency.

- Experience in food preparation preferred.
- Valid driver's license with an acceptable driving record.
- Ability to pass required background checks
- CPR and First Aid Certification (or willingness to obtain).
- Food Handler's Permit or Food Safety Certification (or willingness to obtain).

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 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 AND 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.