

JOB ANNOUNCEMENT

POSITION: Cook

PROGRAM: Duck Valley Busy Bee's

SUPERVISOR: Lead Teacher - Supervisor

SALARY RANGE: \$15.13 Grade 9 Step 4

CLASSIFICATION: NON-EXEMPT

LOCATION: Owyhee, NV

OPENS: July 24, 2026

CLOSES: Open Until Filled

SPECIFICATIONS: All applications must be fully completed. Any incomplete, undated or unsigned applications will not be processed (Do not refer to the resume in lieu of making required comments on the application) **Please attach all required documentation as specified in the Job Announcement. Failure to attach required documents will disqualify you from consideration for this position.** Employment Applications are available at the Human Resource Department. Any questions regarding this position is to be directed to the Human Resource Department at the above listed telephone number.

Preference for filling vacancies will be given to qualified Indian Applicants in accordance with the Indian Preference Act (Title 25 U.S. Code, Section 472 and 473). However, the Shoshone-Paiute Tribes is an equal opportunity employer and all qualified applicants will be considered in accordance with the provisions of Section 703 (I) of the Title VII of the Civil Rights Act of 1964, as amended.

The Shoshone-Paiute Tribes application form for employment must be received by the Human Resources Office by 5:00 PM of the closing date of this job announcement.

In accordance with Shoshone-Paiute Tribes' Resolution No. 00-SPR-31, all new employees are required to pass a pre-employment drug/alcohol test.

THE SHOSHONE-PAIUTE TRIBES RESERVES THE RIGHT TO CONDUCT BACKGROUND CHECKS ON ALL NEW EMPLOYEES. In accordance with Shoshone-Paiute Tribes' Resolution No. 95-SPR-

Special Consideration:

This position is subject to random drug testing and a background check as a condition of employment. This individual has access to and handles financial information as well as sensitive and confidential Tribal data. This individual must maintain the ability to be bonded as a condition of employment. Additionally, this person periodically operates a Tribal vehicle (unless accepted under the provisions of the American Disabilities Act).

Summary of Functions:

Position is responsible for preparation, cooking, and serving food to the Busy Bee children, staff, and parents. Complete two weeks in advance the Planning and Production sheets, in accorded with USDA/Nevada State Department of Education Guidelines. Under the Direct Supervision of the Lead Teacher

Major Duties & Responsibilities:

1. Prepare meals in accordance with planned menus.
2. Purchases food with budgetary limitations.
3. Maintains fiscal responsibility for credit cards, purchase orders, and receipts.
4. Responsible for the appropriate storage and inventory of food items.
5. Ensures the cleanup of dining and kitchen area after meals are served.
6. Maintains sanitation and safety standards in the kitchen and classroom for any activity.
7. Obtain a food handlers card to ensure understanding of food safety.
8. Ensure that children are served family style meals in a pleasant environment and conversation is suitable for mealtime.
9. Attending training when required.
10. Participates in the lesson planning sessions with teaching them.
11. Works with parents in the planning of special dietary meals for children with allergies, diets, special needs, etc.
12. Operate standard cooking equipment and utensils for quantity food preparation.
13. Maintains all appliances clean and in good running condition reporting all failure s to teacher.
14. Sit down to eat with child during family style meals.
15. Participates in classroom field trip planning to ensure the meal components are met at all times.
16. Trains and guide assistant cook in the duties of the Cook
17. Performs other duties as required to maintain performance standards and regulations.

Qualifications

1. Must possess a valid driver's license.
2. Must have a Highschool Diploma or GED.
3. Ability to work on a calculator and solve a variety of math problems
4. Available to travel state-wide and sometimes out of state.
5. One year's experience involving food preparation for groups of individuals and/or successful completion of a vocation training course in food preparation.

Required Knowledge and Skills

1. Read and interpret documents, regulation, personnel policies, safety rules, CACFP Guidelines and operating and maintenance instructions.
2. Keep records up to date.
3. React with sensitivity to the emotional needs of children and families.
4. Exercise good judgment, courtesy and tactfulness in dealing with coworkers, parents, and community.
5. Response positively and constructively to common inquiries and or complaints from parents, community, coworkers, and supervisors.
6. Responds to conflicting situations creatively and positively.
7. Obtain CPR certification.
8. Obtain a State Food Handler's Card

Physical Demands:

The physical demands describe herein are represented by those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The employee is regularly required to stand, reach with hands and arms, and talk or hear. The employee is frequently required to walk, sit, and use hands to handle or feel. The employee is regularly required to stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to forty-five pounds. The employee must have specific vision abilities required for this job include close vision, distance vision, peripheral vision, and depth perception.

Work Environment:

Work is primarily performed in a standard office setting that is well lit, temperature controlled with low to moderate noise levels. Work is also performed in a variety of early childhood education centers with moderate to loud noise levels, in a well-lit and temperature-controlled environment. May require some exposure to anti-bacterial hand sanitizers and standard household cleaning products as well as uneven terrain when carrying supplies to and from centers.