



**CANKDESKA CIKANA
COMMUNITY COLLEGE**
Spirit Lake Dakota Nation

Vanessa Thomas
Human Resources Director

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VACANCY ANNOUNCEMENT

Position Title: Cook Cashier/Prep Assistant (1 Part-time)
Supervisor: Chief Financial Officer
Opening Date: October 31, 2018
Closing Date: November 14, 2018
Salary: DOQ

MINIMUM QUALIFICATIONS:

- High school diploma or equivalent.
- One or more years of experience.

Condition of Employment: Appointment will be subject to the applicant's successful completion of a background check.

SUMMARY OF JOB DUTIES & RESPONSIBILITIES:

- Responsible for food production in kitchen.
- Clean and maintain work area daily; assure compliance with the North Dakota State & Spirit Lake health codes and sanitation standards.
- Knowledge of operating a cash register, taking orders, ringing them up and giving the correct change.
- Daily reconciliation of the cash register and doing the deposit to turn into the business office.
- Daily reconciliation of the employee meal tickets and credit card sales.
- Read and follow recipes.
- Knowledge or willing to learn USDA menu guidelines.
- Ability to operate a variety of kitchen equipment in order to cook, measure, mix, wash, peel, cut, or shred meats, fruits, vegetables or other ingredients.
- Label and date all items and store in appropriate areas.
- Ability to lift and carry 30 pounds. May be required to setup and maintain food service lines and steam tables.
- Provide highest quality of service to customers.
- Follow the North Dakota State & Spirit Lake health codes and sanitation standards.
- Participate in various training and/or in-services to enhance professional growth and development.
Must take and successfully pass Food Handler Certification and recertify as needed.
- Other duties as assigned by supervisor.

GENERAL INFORMATION: A complete application shall consist of CCCC Application for Employment, cover letter, resume, three reference letters or list three references of individuals familiar with your preparation/experience, and copy of high school diploma/GED/or unofficial college transcripts (*Official copy required if hired*). Persons claiming Indian and/or Veteran Preference must provide proof with application. **Incomplete applications will not be considered.** Applications should be submitted to: Human Resource Office, Cankdeska Cikana Community College, PO Box 269, Fort Totten, ND 58335. For more information please call 701.766.1333 or visit our website at www.littlehoop.edu

STATEMENT OF POLICY ON NON-DISCRIMINATION

Cankdeska Cikana Community College will not discriminate in its educational programs, activities, or employment practices, based on race, color, national origin, gender, sexual orientation, disability, age, religion, ancestry, or any other legally protected classification. Announcement of this policy is in accordance with Federal law, including Titles VI and VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975, and the Americans with Disabilities Act of 1990. Inquiries or concerns may be referred to the Director of Student Success, Cankdeska Cikana Community College, (701)766-1305 or 1-888-783-1463 or to the Office of Civil Rights, US Department of Education, 500 W. Madison Street Suite 1475 Chicago, IL 60661.

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