



CANKDESKA CIKANA COMMUNITY COLLEGE

Spirit Lake Tribe

Vacancy Announcement Human Resource Office

PO Box 269, Ft Totten, ND 58335
701.766.1309 Phone – 701.766.1119 Fax
sheri.diehl@littlehoop.edu

JOB DESCRIPTION

Position Title: **Head Start Assistant Cook**
Supervisor: Head Start Director
Opening Date: March 12, 2021
Closing Date: Until Filled
Salary: DOQ

QUALIFICATIONS:

- High School Diploma or GED required.
- Submit verification of current immunizations.
- Must maintain CPR and First Aid certification.
- Verification of a clear background check and signed written consent for and participate in annual and random state background check with law enforcement and child welfare agencies.
- Must give written consent for and participate in mandatory and random drug testing as prescribed by the CCCC's Human Resources personnel handbook and in consideration of the Head Start Performance Standards of Conduct, 1304.52 (h) (1).
- Identify if you have been a former or current Head Start parent(s), in accordance with Head Start regulation 1304.52, current or former Head Start parents are given preference for employment for which they are qualified.
- CCCC is required to give preference to qualified Native American Indian applicants in accordance with the Tribal Employment Rights Ordinance (TERO), Charter 15-4-101 requirements as outlined within CCCC Personnel Policy 207. CCCC is an Equal Opportunity Employer.

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

JOB DUTIES & RESPONSIBILITIES:

- Assist Cook with implementing nutritional menus for all ages 0-5.
- Assist Cook with preparing quality meals and snacks for 175 children (ages 0-5/infants, toddlers and preschoolers) and staff of the program.
- Assist Cook with ordering, purchase orders and inventory control of food and supplies.
- Assist Cook with coordinating duties of volunteers in daily duties.
- Responsible for cleaning, sanitation, storage, deliveries and distribution of food and supplies.
- Responsible to assist with program monitoring and to adhere to the Head Start Performance Standards and personnel policies.
- Responsible to assist the Cook with the reports and records required by USDA/CACFP and Head Start Performance Standards for Nutrition Services.
- Ensures that pre-packaged and prepared foods are minimally used.
- Assist Cook with the menu which should reflect child(s) special diet restrictions as identified by Physician, RN or Dieticians as identified for children with disabilities or other health needs.
- Assists with food delivery when needed.
- Assist with maintaining daily meal production records as identified by Head Start and USDA/CACFP.
- Assists with implementing varied dishes into the menu and coordinates innovative ideas with Education Specialist and Health Services Specialist.
- Participates in food service training as identified.
- To follow Head Start program confidentiality policies and rules of conduct concerning information about children, families or other staff.
- To respect and promote the unique identity of each child and family and refrain from stereotyping on the basis of gender, race, ethnicity, culture, religion and disability.
- To use positive methods of child guidance and will not engage in corporal punishment, emotional or physical abuse or humiliation.
- To participate in the Head Start program's random drug and alcohol testing system.
- To accept other duties as identified by the 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 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 Title IX Coordinator, Cankdeska Cikana Community College, (701)766-1124 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.

Think Dakota • Live Dakota

CCCC is an EO/AA college.