

# Vacancy



**CANKDESKA CIKANA  
COMMUNITY COLLEGE**

*Spirit Lake Tribe*

<b>Position Title:</b>	<b>Head Start Assistant Cook</b>
<b>Supervisor:</b>	<b>Head Start Director</b>
<b>Opening Date:</b>	<b>August 25, 2021</b>
<b>Closing Date:</b>	<b>Until Filled</b>
<b>Salary:</b>	<b>DOQ</b>

## **QUALIFICATIONS:**

- High School Diploma or GED required.
- Must maintain CPR and First Aid certification.

## **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.
- Participate in increasing knowledge of Dakota culture and language.
- Other duties as assigned.

**Appointment will be subject to the applicant's successful completion of a satisfactory criminal background check and drug screening. CCCC gives preference to qualified Native American's and Veterans in accordance with the Spirit Lake Tribal Employment Rights Ordinance (TERO). CCCC is an EEOC Employer.**

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Contact: Human Resource Office 701-766-1309

Submit Resume/Application with supporting documents to [sheri.diehl@littlehoop.edu](mailto:sheri.diehl@littlehoop.edu)

Visit our website [www.littlehoop.edu](http://www.littlehoop.edu) for an online application

