



# Quileute Tribal Council

• QUILEUTE INDIAN TRIBE •

*Personnel Department*

PO Box 279 La Push, WA 98350  
(360) 374-4366/4367 Fax (360) 374-4368



Position Title: **ECE Head Cook**  
Supervisor: Head Start Program Manager  
Salary: **DOE/Q**  
Closes: **May 4, 2017**

### **Duties and Responsibilities:**

1. Prepare meals and snacks for chi? cho otsk ati children using USDA, Head Start, and Child Care guidelines.
2. Maintains inventory of food, supplies, and equipment.
3. Maintains equipment in good working order.
4. Plans menus with the assistance of the Nutritionist and Program Managers.
5. Type and provide the menu to Head Start and Child Care parents monthly.
6. Cleans worksite.
7. Prepares food for field trips and other school events.
8. Assists setting up classes for mealtimes.
9. Attends out of town nutritional training and other classes as needed.
10. Must provide training to Head Start staff as per USDA guidelines.
11. Works with teaching staff to provide nutritional activities within the classroom.
12. Works with Nutritionist to provide appropriate meal service to children with allergies or other special dietary needs.
13. Must be willing to help in the classroom as needed.
14. Completes USDA contract and monthly meal counts.
15. Submits monthly meal counts and other data to OSPI as needed.
16. Works with the parents to allow input into menus and nutritional activities.
17. Orders, dates and stocks all food for early childhood programs.
18. Must be willing to prepare meals from scratch.
19. Must be willing to work as a positive team member.
20. Complete other duties as assigned.

### **Minimum Qualifications:**

1. Current Food Handlers Permit.
2. High School Diploma or GED.
3. Must have good record keeping skills.
4. Must pass criminal background check and drug screen.
5. Must possess a valid Washington State Driver's License.
6. Ability to communicate effectively with parents and staff.
7. Must be able to lift up to 50 lbs.

The statements contained herein reflect general details as necessary to describe the principle functions of this job, the level of knowledge and skill typically required, and the scope of responsibility, but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned including work in other functional areas to cover absences or relief, to equalize peak work periods, or balance the workload. Individual must have good work ethics and daily attendance is a must.

All candidates for employment with the Quileute Tribe will be required to undergo drug screening prior to official selection for employment by the Quileute Tribal Council. Must adhere to Personnel Policies and Drug and Alcohol Policies.

**WIA eligibility, (WORKFORCE INVESTMENT ACT)/ WEX Work Experience**

- a. Eligibility is determined **only** at the Quileute WIA office once all of the required paperwork has been completed (as per regulations).
- b. JTPA participants must be: Native American, Native Alaskan or Native Hawaiian. Participants must be either: Unemployed, Under employed or Economically Disadvantaged.
- c. CERTIFICATION (as Indian) must accompany all Intake Packets (with no exception) either in the form of a CIB or an Enrollment Card.

Interested parties send a QTC job application, resume, and cover letter to the following address:

Quileute Tribal Council  
C/O Roseann Fonzi, Personnel Director  
PO Box 279  
La Push, WA 98350

Obtain a job application at [www.quileutenation.org](http://www.quileutenation.org)

If the applicants have equal qualifications, preference will be given to a Quileute Indian applicant and other preference to Native Americans and Alaskan Natives, except as provided by the Indian Preference Act (title 25 U.S. code section 471 & 473). There will be no discrimination in selection due to race, color, creed, age, sex, nation origin, physical handicap, marital status, political membership or non-membership in an employee organization.