



Quileute Tribal Council

• QUILEUTE INDIAN TRIBE •

Human Resources Department
P.O. Box 279 • La Push, WA • 98350
(360) 374-6163 / 4367 / 2175 • Fax (360) 374-4368



Quileute Tribe Job Description

ECE Head Cook/Nutrition Coordinator

HOW TO APPLY: Send Application Package to the address listed below.

Applications can be downloaded at www.quileutenation.org/job-openings/

Via email: hr@quileutenation.org

-OR-

**The Quileute Tribe
Human Resources Department
P.O. Box 279
La Push, Washington 98350**

Ensure your Application contains:

1. Quileute Tribal Application (**REQUIRED**)
2. Cover Letter (**REQUIRED**)
3. Resume (**REQUIRED**)
4. Tribal Enrollment Verification (**REQUIRED**)
5. Driver's License (**REQUIRED**)
6. Diploma/Transcripts(s) High School/GED, College (**REQUIRED**)
7. Certification(s)
8. Credentials (if required)
9. Writing Sample(s) (if required)

NOTE: Incomplete applications will not be considered.

Position: **ECE Head Cook/Nutrition Coordinator**
Supervisor: Early Childhood Education Director
Location: Quileute Early Childhood Education
Work Info: Full Time: 40 Hrs/Week (M-F)
Salary: \$25,000-\$29,244 DOQ

POSITION SUMMARY: Manages all food ordering, preparation, delivery, and cleaning of food service to students in the early childhood center. Maintains records, ordering, and reporting to USDA/CACFP. Orders food and supplies and maintains professional relationships with vendors, families, and staff.

ESSENTIAL DUTIES AND RESPONSIBILITIES INCLUDE THE FOLLOWING:

- Prepare meals and snacks for children using USDA, Head Start, and Child Care guidelines
- Maintains inventory of food, supplies, and equipment
- Maintains equipment in good working order
- Plans menus with the assistance of the Nutritionist and Program Managers
- Type and provide the menu to Head Start and Child Care parents monthly
- Cleans worksite
- Prepares food for field trips and other school events
- Assists setting up classes for mealtimes
- Attends nutritional training and other classes as needed
- Must provide training to Head Start staff as per USDA guidelines
- Works with teaching staff to provide nutritional activities within the classroom
- Works with Nutritionist to provide appropriate meal service to children with allergies or other special dietary needs
- Must be willing to help in the classroom as needed
- Completes USDA contract and monthly meal counts
- Submits monthly meal counts and other data to OSPI as needed
- Works with the parents to allow input into menus and nutritional activities
- Orders, dates and stocks all food for early childhood programs
- Must be willing to prepare meals from scratch
- Must be willing to work as a positive team member
- Complete other duties as assigned
- Other duties as assigned.

SKILLS, KNOWLEDGE AND ABILITIES

- USDA/CACFP nutrition requirements
- Strong verbal and written communication skills
- Computer and keyboarding skill for data entry
- Work cooperatively with building staff, students, and parents/guardians.
- Maintain strict confidentiality.

WORK ENVIRONMENT:

Commercial kitchen

PHYSICAL DEMANDS:

- Must be able to lift 50 pounds.

SUPERVISORY RESPONSIBILITY:

Yes

QUALIFICATIONS:

Required Qualifications:

- Current Food Handlers Permit or be willing to obtain.
- High School Diploma or GED.
- Must have computer skills and good record keeping skills.
- Must pass criminal background check and drug screen.
- Must possess a valid Washington State Driver's License ~ please provide a copy with job application.
- Ability to communicate effectively with parents and staff.
- Must be able to maintain strict confidentiality
- Must be reliable and prompt.
- Must be in good health.
- Yearly Physical required along with a current TB screening.
- Current Immunizations as stipulated in OHS performance standards.
- Able to follow all policies and procedures set forth by the Head Start Program and Tribal Council.

Minimum/Preferred Qualifications:

- Experience preparing food in a commercial kitchen.
- Experience preparing meals for a school or early childhood program.
- Experience working with diverse populations or in a Tribal community preferred.
- Understanding of Quileute culture and the La Push community preferred.

GENERAL INFORMATION:

The statements contained herein reflect the 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.

Special Requirements: Must have and retain a valid Washington State Driver's License ~ please provide a copy with job application. Must pass a criminal background check, drug and alcohol screening and reference check.

Indian preference will apply. If applicants have equal qualifications, preference will be given first to a Quileute Indian applicant and then to other Native Americans and Alaska Natives. Except as provided by the Indian Preference Act (Title 25 U.S. Code Sec. 472 & 473) there will be no discrimination in selection because of race, color, creed, age, sex, national origin, physical handicap, marital status, politics, or membership/non-membership in an employee organization.

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