

**YAKAMA NATION HUMAN RESOURCES DEPARTMENT
JOB ANNOUNCEMENT**



Announcement # 2018-217 **Issue Date:** 08-01-18 **Closing Date:** 08-21-18

Substitute Cook Aide
Head Start
Department of Human Services
Hourly Wage: \$9.86/Intermittent/On-Call
Location: All Centers

This position will work as part of the Yakama Nation Head Start food service program. The position is responsible for assisting in the preparation, cooking, and serving of meals in a preschool setting. Work involves assisting the cook in preparation, cooking and serving of meals. Incidental work may include taking inventory of food supply and shopping for replacement items. After the routine is learned, cook aide will perform work with some independence under the direction of the cook.

Knowledge, Skills and Abilities:

- Knowledge of Head Start Performance Standards (45 CFR 1300's).
- Knowledge of Yakama Nation Personnel Policies and Procedures.
- Knowledge of the Yakama Nation culture and language.
- Knowledge of the Child and Adult Care Food Program.
- Knowledge of methods and practices of food preparation and services.
- Knowledge how to operate a stove, oven, microwave, dishwasher, blenders, mixers, grinders, can openers, pots, pans, and knives.
- Ability to learn the methods and practices of food preparation and service.
- Ability to read, write, and follow general instructions.
- Ability to learn to perform a variety of general food preparation and functions.
- Ability to follow lines of authority at all times.
- Ability to maintain standards of professionalism in dress, appearance, attitude and presentation at all times.
- Ability to communicate effectively with children and adults.
- Ability to lift up to a maximum of 70 pounds.
- Ability to maintain standards of confidentiality and work ethic.

General Recruiting Indicators:

- Minimum of High School Diploma or Equivalent and experience in institutional, commercial or educational food setting.

Special Requirements:

- Required to pass a pre-employment drug and alcohol test.
- Required to pass a pre-employment criminal background check.
- Must have experience working with young children.
- Yakama enrolled preference.
- Must possess a valid WA State Driver License with ability to acquire a Yakama Nation Tribal Drivers Permit.
- Must have a current First Aid/CPR card or ability to obtain within 6 months of hire.
- Must have a current Food Handlers card or ability to obtain within 6 months of hire.
- Preference will be given to past/present Head Start parents who meet the qualifications.
- Must be able to manage confidential information.
- Must follow Yakama Nation and YN Head Start Code of Conduct.