

**YAKAMA NATION HUMAN RESOURCES DEPARTMENT  
JOB ANNOUNCEMENT**



**Announcement #** 2018-258      **Issue Date:** 09-14-18      **Closing Date:** 10-01-18

**Cook**  
**Head Start**  
**Department of Human Services**  
**Hourly Wage: \$12.58/Regular/Furlough**  
**Location: White Swan**

Incumbent provides general food service for the YN Head Start Program. Incumbent is responsible to assist with food preparation and serving of meals. Prepares food items and trays. Cleans kitchen area, cooking utensils, and equipment. Participates in menu planning. Incumbents perform work in conformance with Head Start Performance Standards and Child and Adult Care Food Program.

**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 of how to operate a stove, oven, microwave, dishwasher, blenders, mixers, grinders, can openers, pots, pans, and knives.
- Ability to read and write.
- Ability to follow general oral instructions.
- Ability to learn and perform a variety of general food preparation techniques and functions.
- Ability to perform duties with some independence.
- Ability to establish and maintain positive, productive, and collaborative relationships with staff, peers and parents.
- Ability to work independently and productively with minimal supervision.
- Ability to communicate effectively both orally and in written form.
- Ability to lift a maximum of 50 pounds.
- Ability to feel or grip objects; use repetitive motions involved with food preparation, work from an awkward position to accomplish cleaning equipment.
- Ability to work in extended periods of sitting, walking, standing, bending, kneeling, squatting, twisting, turning, reaching, pulling, pushing, light lifting, and carrying objects.
- Ability to speak, hear, see, and articulate clearly.

**General Recruiting Indicators:**

- Minimum of High School Diploma or Equivalent and one year of work experience in institutional, commercial, or educational food setting.
- Preferred Serve Safe certificate, or be enrolled in coursework to obtain a Serve Safe Certificate within one year of appointment and two years of 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's license with ability to acquire a Yakama Nation Tribal Drivers Permit.
- Must have a current First Aid/CPR card or the ability to obtain within 6 months of hire.
- Must have a current food handler's 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.
- Must have supervisory experience.