

The logo for Karuk Community Development Corporation features the company name in white serif font on a blue background with a geometric, arrow-like pattern.

Karuk

Community

Development

Corporation

## Vacancy Announcement

### Emergency Posting

The Karuk Tribe is now accepting applications for the position of:

**Title:** Head Start Cook

**Reports To:** Head Start Director

**Location:** Yreka Center

**Salary:** \$12.00 -\$15.00 per hour

**Summary:** The Head Start Cook shall provide support according to the nutrition component of the Head Start Performance Standards and the Child Adult Care Food Program. The cook will do all shopping and ordering of supplies needed for preparation and maintenance of food service at the center. The cook will also be responsible for cooking, cleaning of the kitchen and pantry, and shall submit required reports to the Head Start Administrative Office, and work cooperatively with the Nutrition Coordinator.

**Classification:** Full-Time, Non- Exempt, Non-Entry Level

Applications are available at all Tribal Offices or on the Internet at [www.karuk.us/jobs/](http://www.karuk.us/jobs/). If selected, applicants must successfully pass a drug screening test and be willing to submit to a criminal background check. The Karuk Tribe's **(TERO) Preference, Drug & Alcohol Policy**.

Individuals interested in applying for this position must submit an employment application to the Happy Camp Human Resources Office, **by September 23, 2016, 5:00pm.**

Please mail employment applications to Karuk Tribe, PO Box 1016, Happy Camp, CA 96039, ATTN: Human Resource Director; fax them to (530) 493-1611; or email to [dlbernal@karuk.us](mailto:dlbernal@karuk.us) by the deadline listed.

**POSITION DESCRIPTION**

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**Reports to:** Head Start Director

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**Responsibilities:**

1. Must adhere to the sanitation and safety requirements of the nutrition component of the Indian Health Services (I.H.S) Environmental Health Survey, Food Handlers Permit regulations and Head Start Standard regulations which includes proper storage of food and supplies.
2. Must participate in center planning meetings and assist staff in planning and conducting nutrition activities.
3. Must be safety conscience at all times to help prevent choking, burns, and food borne illnesses. Must have knowledge of children's food allergies and be able to prepare appropriate substitutions.
4. The cook must permit parent involvement and provide opportunities for parent involvement in the nutrition program only to parents that provide proof of a negative TB test.
5. Must implement cultural foods into the menu and utilize parents as a resource.
6. Must prepare food and supplies for field trips and attend all field trips involving meals in order to facilitate proper food distribution and to provide assistance to staff.
7. Must maintain order and cleanliness in the kitchen, keep it free of clutter, and observe all sanitation requirements. Must routinely clean kitchen appliances, food service equipment, floors, countertops, tables, stove/oven, refrigerators, freezers, cupboards, pantry, shelves, floors and kitchen walls.

8. Must be available for local and out of area travel for job related training, conferences, workshops, or meetings to remain current on nutritional requirements. Must attend other required meetings and functions as requested.
9. Must be willing to and able to adhere to a flexible work schedule Monday through Friday.
10. Shall be polite and maintain a priority system in accepting other job related duties as assigned.

**Qualifications:**

1. Cultural Competency: Ability to work effectively with Native American people in culturally diverse environments and have some knowledge of the Karuk culture.
2. Professionalism: Is aware of the potential impact of own attitudes and behaviors and makes appropriate adjustments to assure that communication with children and parents is purposeful and appropriate. Demonstrates respect, honesty, integrity, and fairness to all. Follows policies and procedures, and is knowledgeable of the Head Start Program Performance Standards.
3. Teamwork: Strives to be “solution-focused” and presents challenges with recommendations for solutions that best meet the needs of Karuk Head Start children, parents, and staff. Maintains constructive team relationships, coordinates effective goals and identifies/plans ways to successfully work together. Demonstrates flexibility and adaptability to change that may occur.
4. Program Support: Supports, cooperates and assists to meet the goals of the nutrition component of the Karuk Head Start Program in accordance with the Head Start Program Performance Standards. Establishes and maintains an effective working relationship with parents and staff.
5. Professional Development: Participates in ongoing professional development including training and meetings as determined by the Head Start Director and/or Deputy Director.

**Requirements:**

1. Must possess a high school diploma or equivalent.
2. Must possess a current Food Handlers or Food Manager Certificate through the Department of Public Health or Indian Health Services. (I.H.S) or be willing to obtain one within 30-days of hire.
3. Must have knowledge of the California Child Care Food Program requirements and Early Childhood Nutrition requirements.
4. Must have the ability to judge food quality when purchasing, cooking, and preparing meals.
5. Must have knowledge of proper cooking terms and ability to use appropriate kitchen utensils and equipment.

6. Must have experience in performing cook duties, including but not limited to, baking for small and large groups, or preparing meals for program activities.
7. Experience in sanitary janitorial duties related to the kitchen and surrounding area.
8. Must have the ability to complete required forms, reports, and daily logs with accuracy and within the specified time requirements.
9. Must be able to read, write clearly, and be proficient in basic math skills.
10. Must possess a valid driver's license, good driving record, and be insurable by KCDC's carrier.
11. Must sign and adhere to the Karuk Head Start Handbook, Employee Conduct and Confidentiality Statement, and the Karuk Tribe Personnel Policies.
12. Must be able to bend over, squat, lift, and carry up to 50lbs.
13. Must complete annual HIPPA training.
14. In accordance with Head Start Standards (§1304.52(k)) each staff member must have an initial health examination that includes screening for TB (tuberculosis) and a periodic re-examination thereafter.
15. Must successfully pass a pre-employment drug screening test and a fingerprint criminal background check.

**Tribal Preference Policy:** In accordance with the TERO Ordinance 93-0-01, Tribal Preference will be observed in hiring.

**Veteran's Preference:** It shall be the policy of the Karuk Tribe to provide preference in hiring to qualified applicants claiming Veteran's Preference who have been discharged from the United States Armed Forces with honorable and under honorable conditions.

**Policy Council Approved:** 7/26/2016

**KCDC Approved:** 7/26/2016

**Tribal Council Approved:** 8/4/2016



**Karuk**

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**KCDC Chair Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Chairman Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Employee's Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_