



**Inter-Tribal Council of Nevada**  
680 Greenbrae Drive Suite 265, Sparks, NV 89431  
Phone: 775-355-0600 • Fax: 775-284-3407  
[www.itcn.org](http://www.itcn.org)

## **JOB ANNOUNCEMENT**

**POSITION:** COOK  
**DEPARTMENT:** Head Start  
**LOCATION:** Nixon  
**SHIFT:** 7:30 a.m. – 4:00 p.m.  
**STATUS:** \$8.39/ Hour: Non-Exempt  
**OPEN:** 07/16/2019      **CLOSES:** Open Until Filled

**JOB SUMMARY:** Position is responsible for preparation, cooking, and serving food to the Head Start children, staff, and parents. Complete two weeks in advance the Planning and Production sheets, in accordance with USDA/Nevada State Department of Education guidelines. Under the Direct Supervision of the Teacher III.

### **DUTIES AND RESPONSIBILITIES including but not limited to:**

- Prepare meals in accordance with planned menu's.
- Purchases food within budgetary limitations.
- Maintains financial responsibility of Credit Cards, Purchase Orders, and receipts.
- Responsible for the appropriate storage and inventory of food items.
- Ensures the cleanup of dining and kitchen area after meals are served.
- Maintains sanitation and safety standards in the kitchen and classroom for any activity.
- Obtain a food handlers card to ensure understanding food safety.
- Ensure that children are served family style meals in a pleasant environment and conversation is suitable for mealtime.
- Attend training when required
- Participates in the lesson planning sessions with teaching them
- Works with parents in the planning of special dietary meals for children with allergies, diets, special needs, etc.
- Present nutrition activities to pre-school children through planned activities in the classroom and in the kitchen area
- Works from written menus and recipes to prepare dishes for varying number of people
- Operate standard cooking equipment and utensils for quantity food preparation
- Maintains all appliances clean and in good running condition reporting all failures to teacher
- Sits down to eat with child during family style meals
- Participates in classroom field trip planning to ensure the meal components are met at all times
- Trains and guide Assistant Cook in the duties of the Cook
- Performs other duties as required to maintain the Head Start Performance Standards and Regulations.

**QUALIFICATIONS:** Must possess a valid Driver's License and reliable vehicle with the required state insurance coverage. Must have a High School Diploma or GED. Ability to work a calculator and solve a variety of math problems. (addition, subtraction, fractions etc.) Available to travel throughout the state and occasionally out of state training/technical assistance. One year experience involving food preparation for groups of individuals and/or successful completion of a vocational training course in food preparation.

**REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:** Read and interpret documents, regulation, personnel policies, safety rules, CACFP Guidelines and operating and maintenance instructions. Etc. Keep records up to date. React with sensitivity to the emotional needs of children and families. Exercise good judgment, courtesy and tactfulness in dealing with coworkers, parents and community. Responds positively and constructively to common inquires or complaints from parents, community, coworkers and supervisors. Responds to conflicting situations creatively and positively. Obtain CPR Certification. Travel.

**Work Environment:**

Work is primarily performed in a standard office setting that is well lit, temperature controlled with low to moderate noise levels. Work is also performed in a variety of early childhood education centers with moderate to loud noise levels, in well lit and temperature controlled environments. May require some exposure to anti-bacterial hand sanitizers and standard household cleaning products as well as uneven terrain when carrying supplies to and from Head Start centers.

**Physical Demands:**

The physical demands described herein are represented of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions The employee is regularly required to stand, reach with hands and arms, and talk or hear. The employee is frequently required to walk, sit, and use hands to handle or feel. The employee is regularly required to stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 45 pounds. The employee must have specific vision abilities required by this job include close vision, distance vision, peripheral vision and depth perception.

**Supervisory:** None

**Note:** The above statements are intended to describe the general nature and level of work being performed by the person assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties, skills, and physical demands required.

**PREFERENCE:** *Preference in filling vacancies is given to qualified Native American candidates in accordance with the Indian Preference Act (Title 25, U.S. Code, Section 472 & 473). However, Inter-Tribal Council of Nevada is an Equal Opportunity Employer and all qualified applicants will be considered in accordance with the provisions in Section 703 of Title VII of the Civil Rights Act of 1964, amended in 1991.*

**HOW TO APPLY:** *Applications are available on our website.*

Submit your completed application, resume, copies of degree/diploma, etc to the Personnel Office by the closing date listed above. Applications may also be submitted by fax to 775-284-3407, or emailed to [personnel@itcn.org](mailto:personnel@itcn.org).

The Inter-Tribal Council of Nevada, Inc. promotes and maintains a drug free workplace. All individuals accepting employment with ITCN may be subject to a pre-employment drug screen and criminal background check.

ITCN offers a comprehensive benefits package to eligible full-time employees including: employer paid medical, dental, vision & life insurance, paid vacation & sick leave, 12 paid holidays per year, and opportunities for training and career advancement.

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