

The SHOSHONE-BANNOCK TRIBES

FORT HALL INDIAN RESERVATION
P.O. Box 306
Fort Hall, ID 83203



HUMAN RESOURCE DEPARTMENT
Phone: (208) 478-3856/(208) 478-3857
(208) 478-3850/(208) 478-3750
Fax: (208) 478-3950

JOB DESCRIPTION

TITLE: FOOD SERVICE ASSISTANT
DEPARTMENT: SHO-BAN SCHOOL
WAGE: \$11.36 G4/ S1-2 DOE
OPENS: November 28, 2022
CLOSES: December 9, 2022
STATUS: NON-EXEMPT
CAREER STATUS: CONDITIONAL UPON SUCCESSFUL PROBATIONARY EVALUATION,
BUDGET APPROPRIATIONS

ATTACH ALL SUPPORTING DOCUMENTS, INCLUDING: TRIBAL ENROLLMENT, HONORABLE DISCHARGE, EDUCATIONAL ATTAINMENT, PROFESSIONAL CERTIFICATION, LICENSE, AND OTHER RELEVANT DOCUMENTS TO VERIFY YOUR ELIGIBILITY FOR PREFERENCE AND YOUR JOB QUALIFICATIONS. INCOMPLETE APPLICATIONS MAY BE SCREENED OUT.

GENERAL STATEMENT

Assists in the preparation of food, serving students and on occasions, guests.

SUPERVISION

The assistant cook will be under the direct supervision and evaluated by the Food Service Manager.

DUTIES AND RESPONSIBILITIES

Prepares and serves food for program participants and guests.

Washes and sanitizes dishes and utensils. Cleans the kitchen and serving area.

Sweeps and mops floors.

Works from written recipes and assists the cook in preparing menus.

Assists in food preparation and serves food to students.

Operates standard cooking equipment and cooking utensils for quantity food preparation.

Receives training in menu planning.

Prepares leftover food for storing or distribution.

Assumes duties and responsibilities of Food Service Manager during absence.

Maintains a neat and clean appearance using a hair net or other covering while preparing and service meals.

Maintains an attitude of respect, patience and tact toward students, staff and guests while serving meals and at all times on the job.

Maintains established health and safety standards. Health status must be documented annually.

Must be friendly and be able to get along with people. Also able to discipline students when needed.

Duties and responsibilities will include other activities and areas as needed to carry out the position functions.

QUALIFICATIONS

High School Diploma or GED.

Must have one-year experience involving food preparation for groups of individuals or successful completion of a vocational training course in food preparation.

Must be in sound health and physically able to lift large cooking equipment.

Must be dependable.

Ability to follow oral and written instructions.

Ability to perform work with a minimum of supervision.

Must possess or be able to obtain a Food Service Worker permit.

Must have one-year experience involving food preparation for groups of individuals or successful completion of a vocational training course in food preparation.

Possession of or ability to obtain a food service worker's permit as issued by the appropriate County Health Department.

Must be able to pass a background check under the Indian Child Protection Act.

Qualified Shoshone-Bannock Tribal Member/Indian and Veterans Preference will apply in compliance with the Shoshone-Bannock Tribes Personnel Policies and Procedures Manual.

IMPORTANT APPLICATION CRITERIA

Instructions: You must turn in all supporting documents to be eligible for this position you are applying for.

Applicants not living in the local area may submit a cover letter, resume, and supporting documents in lieu of an application as an initial statement of interest for a particular job announcement. However, the applicant must follow-up with an official tribal application.

Telephone calls are not accepted in place of an employment application or letter of interest.

When the position qualifications requires a driver's license, education, or professional credentials, the applicant must submit copies of certificates, licenses, official college transcripts from an accredited college listing degrees earned and other supporting documentation that verifies required qualifications. Applicants who do not provide supporting documents will be disqualified.

Applicants who have a current application on file are required to submit a letter of interest for each position in which they want to be considered for. The letter should address how they meet each qualification. Supporting documents must also be submitted.

Veterans who have met the minimum qualifications and who provide documentation of an honorable discharge (DD214) from any branch of military service are entitled to receive preference points during the interview process.

To verify Indian Preference Shoshone-Bannock Tribal member applicants must provide a copy of their tribal enrollment card. Non-enrolled members and other Indian tribal members must provide a Certificate of Indian Blood from their tribal enrollment office or from the Bureau of Indian Affairs.

Pre-employment applicants being considered for employment or a political appointment, must submit to an alcohol and drug screening prior to being hired or appointed. Refusal to take the test will render the applicant ineligible for employment or political appointment with the Shoshone-Bannock Tribe. Applicants who test positive for alcohol or banned drugs will not be hired and will be ineligible for any type of employment with the Tribal Government for 90 days thereafter per the Shoshone-Bannock Tribes Substance Abuse Policy, Resolution PRSL-98-0405.

A **completed** Tribal Employment application must be submitted to the Shoshone-Bannock Tribes, Personnel Department, P.O. Box 306, Fort Hall, ID 83203. Applications are accepted until **5 p.m.** on the closing date.