

**LOWER BRULE SIOUX TRIBE
LOWER BRULE HEAD START
JOB ANNOUNCEMENT**

JOB TITLE: Cook (Full-time)

JOB CLASS: DOE

JOB SUMMARY: Employee will work under the direct supervision of the Head Start director. Will be responsible for planning, preparing, serving and recording all meals and snacks served at the center. Responsible for following all standards set by SD Child Nutrition Program and the SD licensing agent.

ILLUSTRATIVE DUTIES & RESPONSIBILITIES:

- Plan, prepare, and serve meals and snacks in compliance with the SD Child Nutrition guidelines daily and ensure a positive eating experience for each child.
- Order and purchase food and supplies, as needed.
- Shall assist in clean up of the kitchen/dining areas, laundry, all equipment, including cooking stove, refrigerators, microwaves, dishwasher, carts, counters and all storage areas, as needed.
- Shall keep inventory of all food items and supplies purchased and used.
- Shall insure that all kitchen appliances and equipment are clean and ready for any inspections
- Shall perform other related duties as assigned.

QUALIFICATIONS REQUIREMENTS (Knowledge, Skills & Abilities):

- Must possess a high school diploma or GED equivalency certificate.
- Must be a minimum of twenty-one (21) years of age.
- Must be able to pass a background check, prior to employment.
- Must pass a drug/alcohol test, prior to employment.

TO APPLY, submit a completed a tribal application to:

**LOWER BRULE SIOUX TRIBE
Personnel Management Office
187 Oyate Circle
Lower Brule, SD 57548**

OPENING DATE: 03/10/2025

CLOSING DATE: 03/24/2025