

# Sisseton Wahpeton Oyate

## Job Description

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**Job Title:** Cook

**Content Area:** Nutrition

**Supervision:** Under the immediate supervision of the Health/Nutrition Manager with overall supervision of the Head Start Director.

**Supervision Exercised:** The Cook is responsible to oversee the Head Start West and provide for and meet the daily nutrition requirement as defined in the Head Start Performance Standards for children enrolled in the program.

**Standard Employment:** 8 a.m. to 4:30 p.m. Monday through Friday

Late August through mid-May – 1520 hours per program year

**General Description:** To ensure nutritious meals are prepared and served to children enrolled in the preschool Head Start program operated by the Sisseton Wahpeton Oyate. In addition, the Cook is responsible to prepare meals for children in the Head Start West facility. The Cook will work closely with the Health/Nutrition Manager to ensure the Preschool Head Start program operated by the Tribe is in compliance with the Head Start Performance Standards, 45 CFR 1304.23 Child Nutrition.

### Major Duties and Responsibilities:

1. Prepare and cook meals in accordance with menus approved by the dietary consultant and Health/Nutrition manager.
2. Plan and serve a variety of food to introduce new food items to children which are appetizing and nutritionally beneficial and low in fat, sugar and salt.
3. Oversee all activities in Head Start facility in food preparation for daily meals and snacks, ensure appropriate portions are served and see that needs of children which may arise during mealtime are met.
4. Must go into classroom and assist with nutritional education projects for the children.
5. Responsible to record number of meals served, keep food production records and other documentation as required by state guidelines and requirements.
6. Responsible to estimate and order weekly food needed.
7. Receive, store, handle and preserve all food to standards of federal inspection and provide written verification of compliance with federal, state, local and tribal health regulations.
8. Responsible to work closely with Health/Nutrition Manger to ensure accurate and timely information is provided to the State of South Dakota food program for reimbursement for all centers operated by the Sisseton Wahpeton Oyate.

9. Health/Nutrition Manager will make 3 on-site visits per year to center locations to ensure centers are in compliance with state guidelines and regulations.
10. Post monthly menus in the center.
11. Other duties as assigned.

**Qualification:**

1. High school diploma or GED certificate is required, experience in a food service position.
2. Knowledge of basic nutrition and ability to plan menus, experience in keeping records and inventory control.
3. Must be able to lift 26 pounds, push food carts and other equipment in the kitchen area.
4. Must be able to walk back and forth to storeroom, prep, cooking and dish washing area and be able to stand the majority of the day.
5. Must be able to reach, stretch, bend and kneel to perform daily tasks in the kitchen area.
6. Must be able to work at a steady pace in a crowded area.
7. Must enjoy working with pre-school aged children and their families.

**Job Requirements:**

1. Must be willing to learn, speak and promote Dakota language.
2. Must attend SWO Head Start pre-service training end of August.
3. Must participate in the South Dakota CACFP (Child and Adult Food Program) required training upon hire, and other career development opportunities both locally and out-of-area. After 90 day probation will attend South Dakota food handlers training and obtain Food Handler Certification.
4. Must sign a background permission form upon submission of application to permit a background check at the state and federal level that indicates no convictions of child abuse/child neglect or any violent crimes.
5. Must complete CPR and First Aid training within 90-days of hire.
6. Promote an alcohol and drug free lifestyle.
7. Must submit to a drug test as required.
8. Have on file a physical and TB test within 30 days of hire.
9. Submit three letters of reference with application for employment.
10. Must sign a Confidentiality Statement upon hire.

Approved *Cystal Owen* Date 3.18.16

Revised and approved by Policy Council February 2016