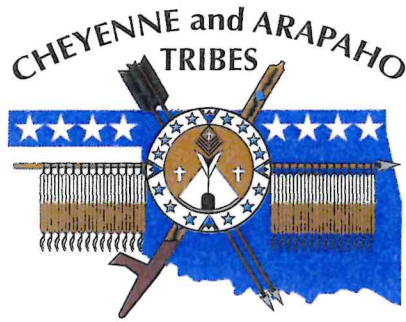


## PERSONNEL



PO Box 167  
Concho, OK 73022  
405.422.7498  
Fax 405.422.8222

### \*\*\*Vacancy Announcement\*\*\*

**Job Title:** Cook Aide  
**Program:** Head Start  
**Department:** Education  
**Location:** Concho, OK  
**Supervisors:** Center Supervisor, Assistant Director and Director  
**Status:** Non-exempt  
**Employment Status:** Full time, hourly, 40 hours per week; usual hours Monday – Friday 7:30 – 3:30; flexible schedule with early morning, evening, or weekend work.  
**Issue Date:** August 26, 2025

#### OPEN UNTIL FILLED

All staff work toward this overall program goal: To assist each child in developing to his/her potential, and to empower parents in their role as the most important and primary teachers, caregivers, and role models of their own children.

**GENERAL OBJECTIVE:** Assist Cook with the planning and preparation of meals for all children. Assists in the implementation of plan to ensure compliance in the Nutrition content areas of the Head Start Performance Standards.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned.

- **Mandatory reporter of all suspected incidents of child abuse and neglect.**
- **Drug Free Policy – No tolerance.**
- **In the event of a disaster, Head Start employees are required to provide assistance in accordance with the tribe's Emergency Operations Plan or their level of training (CPR and/or First Aid).**
- ***All Cheyenne & Arapaho Tribes Head Start applicants must submit mandatory criminal background check information to the Personnel Department before employment with the program, or following any conviction occurring after commencement of employment.***

**Duties and Responsibilities**  
**Cook-Aide**

- Responsible for adhering to the Performance Standards and meeting the requirements nutrition content area.
- Responsible for assisting cook in the coordination of nutrition activities with Head Start teachers.
- Responsible for assisting in maintaining inventory, ordering, and purchasing of food and kitchen supplies for the center in cooperation with Cook, Education Manager and Assistant Director.
- Responsible for assisting in monitoring and maintaining complete and accurate USDA records within allotted time lines to document and track nutrition services provided.
- Assist with menu production.
- Assist in maintaining compliance with the CACFP regulations.
- Assist in ensuring cleanliness of kitchens and compliance with USDA regulatory requirements.
- Comply with State licensing requirements in regards to nutrition criteria.
- Participates in regularly scheduled management staff meetings and trainings.
- Assists in the annual assessment of equipment and material needs.
- Follows rules and regulations as set forth by the Tribal Council, in conjunction with Tribal Personnel Policies and Procedures Manual.

#### **Program participation and Team Member**

- Arrive to work on time, punctually attends and actively participates in all program activities to include site, component, and staffing team meetings, all staff meetings, overnight retreats and trainings.
- Required to be respectful, cooperative and reliable team member and participant in program activities.
- Projects a professional work image, both in dress and manner. Required to dress in solid scrubs approved by Policy Council.

#### **Confidentiality**

- Required to respect the confidentiality of information about enrolled children and families, personnel issues, and other program operations as appropriate.

#### **Training**

- In consultation with supervisor, develops own professional work goals and training plan. Participates in training as requested.

#### **Qualifications**

- Preference to Head Start parents.
- High School Diploma or GED
- Must be in good physical health and free from communicable diseases.
- Experience in food preparation.
- Knowledge of USDA-CACFP guidelines and Head Start Performance Standards.
- Ability to clearly articulate the program's goals, philosophy, and the role of the nutrition.
- Leadership ability in the area of planning, organizing, supervising and implementing program design.

### Other Requirements

- Ability to function effectively in cross-cultural situations.
- Ability to understand warmth, empathy and genuineness with others.
- Ability to communicate effectively verbally and in writing.
- Demonstrates initiative and resourcefulness in work activities.
- Ability to work positively with parents and work cooperatively as a team member.
- Obtain and hold a current food handler's card/first aid and CPR.
- Maintain compliance with Criminal History Registry
- Random Drug testing.
- Cheyenne and Arapaho Preference.

### Physical Qualifications

Ability to manage physically active children, ages three to five within a weight range up to 60 lbs., lifting, restraining, guiding, pursuing, withstanding sudden movements.

I have read the above job descriptions. I understand it and will fulfill my responsibilities to the best of my ability.

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Signature

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Date



### Cheyenne & Arapaho Tribes of Oklahoma Head Start Program

**SALARY:** Negotiable, depending on qualifications and experience.

**APPLICATION PROCEDURE:** Submit Tribal Application, Resume, Transcripts, Diploma, Certifications, License and CDIB to:

Cheyenne-Arapaho Tribes of Oklahoma

**Personnel Department**

P.O. Box 167

Concho, OK 73022

Or e-mail: [atisdale@cheyenneandarapaho-nsn.gov](mailto:atisdale@cheyenneandarapaho-nsn.gov)

Office (405) 422-7498

Fax (405) 422-8222

Toll Free 1 (800) 247-4612 ext. 27498



To view all our current vacancy announcements, please visit our website at: [www.cheyenneandarapaho-nsn.gov](http://www.cheyenneandarapaho-nsn.gov)