
Karuk Community Health Clinic
64236 Second Avenue
Post Office Box 316
Happy Camp, CA 96039
Phone: (530) 493-5257
Fax: (530) 493-5270



Administrative Office
Phone: (530) 493-1600 • Fax: (530) 493-5322
64236 Second Avenue • Post Office Box 1016 • Happy Camp, CA 96039

Karuk Dental Clinic
64236 Second Avenue
Post Office Box 1016
Happy Camp, CA 96039
Phone: (530) 493-2201
Fax: (530) 493-5364

Vacancy Announcement

Title: Head Start Cook
Reports to: Head Start Site Supervisor and/or Designee
Location: Happy Camp Head Start Facility
Salary: \$18.00 to \$22.00 per hour

Classification: Full-Time, 30 to 40 hours a week, 40 weeks per year, Non-Exempt, Non-Entry Level

Summary: The Head Start Cook shall provide appealing meals in accordance with the nutrition component of the Head Start Performance Standards and the Child Adult Care Food Program (CACFP). The cook is responsible for the purchase, preparation, cooking, and serving of food, inspection, cleaning, and maintenance of the kitchen and/or dining area and the completion of required paperwork. This is a safety sensitive position.

Application Deadline: Open until Filled

Applications are available at all Tribal Offices or on the Internet at www.karuk.us. The Karuk Tribe's **(TERO) Preference and Drug & Alcohol Policy** apply.

If selected applicants must successfully pass a drug screening test and be willing to submit to a criminal background check.

Job descriptions are available online at: www.karuk.us or by contacting the Human Resources Department, Telephone (530) 493-1600 ext. 2043, Fax: (855) 437-7888, Email: Humanresources@karuk.us

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Responsibilities:

1. Adheres to sanitation and safety required by the nutrition component of the Indian Health Services (I.H.S) Environmental Health Survey. Follows Food Handlers Permit regulations and Head Start Standard regulations which include proper storage of food and supplies, along with all CACFP program-based regulations for children from 2-5 years of age.
2. Participates in center planning meetings and assist staff in planning and conducting nutrition activities.
3. Cleans, sets, and clears tables before and after each meal served. Keeps floors clean of all food debris before and after meals in both kitchen and dining areas.
4. Be safety conscience at all times to help prevent choking, burns, and food borne illnesses. Must have knowledge of children's food allergies and be able to prepare appropriate substitutions
5. Provides opportunities for parental input in the nutrition portion of the Karuk Tribal Head Start program and utilizes parents as a resource for integrating cultural food into the menu.
6. Prepares food and supplies for field trips and attends all field trips involving meals in order to facilitate proper food distribution and provides assistance to staff.
7. Maintains order and cleanliness in the kitchen, keeps it free of clutter, and observes all sanitation & health requirements. Routinely cleans kitchen appliances, food service equipment, floors, countertops, tables, stove/oven, refrigerators, freezers, cupboards, pantry, shelves, floors and kitchen walls.
8. Adheres to Tribe's and Program's confidentiality and personnel policies.

9. Be available for local and out of the area travel as required for job related training, conferences, workshops, or meetings to remain current on nutritional requirements.
10. Must be willing to, and able to adhere to a flexible work schedule Monday through Friday.
11. Attends all required meetings, trainings and functions.
12. Be polite and maintain a priority system in accepting other job-related duties, as assigned.

Qualifications:

1. Ability to work effectively with Native American people in culturally diverse environments and have some knowledge of the Karuk culture.
2. Is aware of the potential impact of own attitudes and behaviors and makes appropriate adjustments to assure that communication with staff, children, and parents is purposeful and appropriate. Demonstrates respect, honesty, integrity, and fairness to all. Follows policies and procedures, and is knowledgeable of the Head Start Program Performance Standards.
3. Strives to be “solution-focused” and presents challenges with recommendations for solutions that best meet the needs of Karuk Tribal Head Start children, parents, and staff. Maintains constructive team relationships, coordinates effective goals and identifies or plans ways to successfully work together. Demonstrates flexibility and adaptability to change that may occur.
4. Supports, cooperates, and assists to meet the goals of the nutrition component of the Karuk Tribal Head Start Program in accordance with the Head Start Program Performance Standards. Establishes and maintains an effective working relationship with parents and staff.
5. Participates in ongoing professional development including training and meetings as determined by the Head Start Site Supervisor and/or Designee.
6. Demonstrated ability to work effectively with Native American youth and family members in culturally diverse environments and have some knowledge of the Karuk Culture.
7. Displays the ability to establish and maintain harmonious working relationships with other employees and the public.
8. Demonstrates the ability to manage time well and work under stressful conditions with an even temperament.
9. Demonstrated ability to understand and follow oral and written instructions.

Requirements:

1. Must possess a high school diploma or equivalent.
2. Must possess a current Food Handlers or Food Manager Certificate through the Department of Public Health or Indian Health Services. (I.H.S) or be willing to obtain one within five (5)days of hire.
3. Must have knowledge of the California Child Care Food Program requirements and Early Childhood Nutrition requirements.
4. Must have the ability to judge food quality when purchasing, cooking, and preparing meals.
5. Must have knowledge of proper cooking terms and ability to use appropriate kitchen utensils and equipment.

6. Must have experience in performing cook duties, including but not limited to, baking for small and large groups, or preparing meals for program activities.
7. Must have the ability to complete required forms, reports, and daily logs with accuracy and within the specified time requirements.
8. Must be able to read, write clearly, and be proficient in basic math skills.
9. Must sign and adhere to the Karuk Tribal Head Start Handbook, Employee Conduct and Confidentiality Statement, and the Karuk Tribe Personnel Policies.
10. Must be able to frequently bend over, squat, lift, and occasionally carry up to 50lbs.
11. Must submit to an initial medical examination and Tuberculosis (TB) test. Must be willing to submit to a periodic rescreen for medical examination, and TB test every two years.
12. Must be a self-starter, well organized, and willing to learn new skills.
13. Must possess valid driver's license, good driving record, and be insurable by the Tribe's insurance carrier.
14. Must successfully pass a pre-employment drug screening test.
15. Must adhere to required pre-employment background check, crim check and FBI fingerprints. Additionally, (IF applicable): Investigation of character as required by the Indian Child Protection and Family Violence Act (ICPFVP). The minimum standards require an investigation that shall include: a check of fingerprint files of the Federal Bureau of Investigation (FBI) and to appropriate local law enforcement agencies. The applicant must not have been found guilty of, or entered a plea of no contender or guilty plea to any felonious offenses or two or more misdemeanor offense under Federal, State, or Tribal law involving crimes of violence; sexual assault, molestation, exploitation, contact or prostitution; crimes against persons; an offense committed against children.

Tribal Preference Policy: In accordance with the TERO Ordinance 93-0-01, Tribal Preference will be observed in hiring.

Veteran's Preference: It shall be the policy of the Karuk Tribe to provide preference in hiring to qualified applicants claiming Veteran's Preference who have been discharged from the United States Armed Forces with honorable and under honorable conditions.

Head Start Parent Preference: Previous Karuk Tribal Head Start parents will be given preference in hiring for Karuk Tribal Head Start positions provided they meet the requirements of the position. This policy in no way changes or supersedes TERO and this preference will be subordinate to Tribal preference in hiring.

Committee Approved: _____ **Date:** _____

Employee Signature: _____ **Date:** _____