



# Confederated Tribes of the Colville Reservation

Human Resources Office P.O.Box 150 Nespelem, WA 99155  
(800) 506-9434 (509) 634-2843 Fax (509) 634-2864 [www.colvilletribes.com](http://www.colvilletribes.com)

**POSITION:** Cook Aide  
**SALARY:** \$ 18,137.60 annually, less one step during probation period  
**REPORTS TO:** Corrections Cook Supervisor  
**LOCATION:** Corrections Facility, Nespelem, Washington

**BASIC FUNCTIONS:** The incumbent of this position will plan and prepare nutritious, well-balanced meals while maintaining cleanliness of food preparation areas, kitchen, utensils and equipment to ensure safety of the inmates in the Colville Tribal Adult Corrections Facility.

## MINIMUM QUALIFICATIONS (Education and Training):

- High School Diploma or GED, plus six months food preparation in an institutional or restaurant work setting, **OR**
- Equivalent of education and experience.

## RECRUITING INDICATORS (Knowledge, Skills, and Abilities):

- Knowledge of how to prepare well-balanced and nutritional meals;
- Knowledge of proper and safe food handling, storage, and disposal requirements;
- Knowledge of USDA and applicable regulations and requirements;
- Knowledge of facility standards regarding food service;
- Knowledge of facility principles of security;
- Knowledge of Native American culture and customs;
- Skill in preparing food for groups of people;
- Ability to operate various cooking equipment and kitchen appliances.

## SPECIAL REQUIREMENTS:

- Must maintain a valid State Driver's License.
- Must pass a Tribal, State, and Federal Background Inquiry.
- Must pass a poly graph examination.
- Must be willing to sign a Confidentiality Statement.
- Ability to pass a drug test.
- Must abstain from all non-prescriptive drugs throughout term of employment.
- Maintain Food Handler's certification.
- Maintain First Aide/CPR certification.
- Ability to stand, walk, use hands, handle, or feel, reach with hands and arms, talk or hear, and taste or smell.
- Ability to climb or balance and stoop, kneel, crouch, or crawl for long periods of time.
- Ability to lift and/or move up to 25 pounds.
- Must be willing to work extended hours, including weekends and Holidays as the work dictates.

TRIBAL MEMBER AND INDIAN PREFERENCE WILL APPLY; PREFERENCE WILL ALSO BE GIVEN TO HONORABLY DISCHARGED VETERANS WHO ARE MINIMALLY QUALIFIED WITHIN EACH INDIAN PREFERENCE CODE.

CLOSING DATE: Open Continuously

INFORMATION: Colville Tribal Corrections Confederated  
Attn: Sonya Finley  
P. O. Box 675  
Nespelem, WA 99155  
509) 634-7375  
[sonya.finley@colvilletribes.com](mailto:sonya.finley@colvilletribes.com)

COR