



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

POSITION: On-Call Cook Aide
SALARY: \$9.62 hourly
REPORTS TO: Cook Supervisor
LOCATION: Colville Tribal 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 Correctional Facility.

MINIMUM QUALIFICATIONS (Education and Training):

- High School Diploma or GED; **AND** six (6) months food preparation in an institutional or restaurant work setting, or equivalent of education and experience.
- Must successfully pass a Tribal, State, and Federal background check.
- Must possess and maintain a valid Washington State driver's license.
- Must sign a confidentiality statement.
- Must pass a drug test.
- Must successfully pass a Polygraph Examination.
- Must maintain Food Handler's Certification.
- Must maintain First Aid/CPR Certification.
- Must have the physical ability to stand, walk, use hands, handle, feel, reach, talk, hear, taste, and smell, climb, balance, stoop, kneel, crouch, and crawl.
- Must be physically capable of lifting and/or moving up to 25 pounds.
- Must be willing to work extended hours, including weekends and Holidays as the work dictates.

RECRUITING INDICATORS (Knowledge, Skills, and Abilities):

- Knowledge of preparing 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 principals of security.
- Knowledge of Native American culture and customs.
- Skills in preparing food for large groups of people.
- Ability to operate various cooking equipment and kitchen appliances.

Note: This position has been identified as a "Safety Sensitive" position. Pursuant to CCT policies, this position is subject to pre-employment, post accident, and random drug testing.

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 Correctional Facility
Attn: Sonya Finley
P. O. Box 675
Nespelem, WA 99155
(509) 634-7375

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