



# 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:** \$ 21,008.00 annually, less 5% step during probation  
**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.
- Must maintain a valid State Driver's License and be eligible for the Tribes' vehicle insurance.
- Must pass a Tribal, State, and Federal Background Inquiry.
- Must pass a polygraph 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 stoops, kneels, crouch, or crawls 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.

## 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.

**Note:** This position has been identified as a "Safety Sensitive" position. Pursuant to the 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 Until Filled

**COR**

**INFORMATION:**

Colville Tribal Corrections  
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