

---

**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:** Karuk Tribal Head Start Deputy Director

**Location:** Head Start Center (Yreka)

**Assigned  
Office Location:** Does not qualify

**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](http://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](http://www.karuk.us) or by contacting the Human Resources Department, Telephone (530) 493-1600 ext. 2038, Fax: (855) 437-7888, Email: [humanresources@karuk.us](mailto:humanresources@karuk.us)

## **POSITION DESCRIPTION**

**Title:** Head Start Cook

**Reports to:** Karuk Tribal Head Start Deputy Director

**Location:** Head Start Center (Yreka)

**Assigned**

**Office Location:** Does not qualify

**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.

**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 old
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 provide 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. Available for local and out of area travel for job related training, conferences, workshops, or meetings to remain current on nutritional requirements. Must attend other required meetings and functions.

9. Must be willing to, and able to adhere to a flexible work schedule Monday through Friday.
10. Be polite and maintain a priority system in accepting other job-related duties as assigned.

**Qualifications:**

1. **Cultural Competency:** Ability to work effectively with Native American people in culturally diverse environments and have some knowledge of the Karuk culture.
2. **Professionalism:** 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. **Teamwork:** 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. **Program Support:** 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. **Professional Development:** Participates in ongoing professional development including training and meetings as determined by the Head Start Director, Deputy Director or HNT.

**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 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 possess a valid driver's license, good driving record, and be insurable by the Tribe's carrier.
10. Must sign and adhere to the Karuk Tribal Head Start Handbook, Employee Conduct and Confidentiality Statement, and the Karuk Tribe Personnel Policies.
11. Must be able to frequently bend over, squat, lift, and occasionally carry up to 50lbs.
12. 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.
13. Must successfully pass a pre-employment drug screening test and fingerprint criminal background check. 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. Must be willing to submit to fingerprinting rescreen every five years.

**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.

**Review Committee Approved: July 1, 2024**

**Employee's Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_