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



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

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

Vacancy Announcement

The Karuk Tribe is now accepting applications for the position of:

Title: Cook

Reports to: Teacher/Center Supervisor

Location: Yreka Center

Salary: \$9.50 to \$12.00 per hour, depending on experience

Classification: Full Time, Non Exempt, Non-Entry Level

Summary: Under the direct supervision of the Teacher/Center Supervisor, shall provide support in the nutrition component of the Head Start Performance Standards and Child Adult Care Food Program, involving shopping, ordering supplies for preparation and maintenance of the food service at the center. Cooking, cleaning, and submitting reports to the Head Start Administrative Office. Follows detailed instructions and procedures in accomplishing assignments and work with the Nutrition Coordinator.

Application Deadline: 5pm Friday August 16, 2013

Job descriptions and applications are available online at: www.karuk.us/jobs, or Human Resource Manager, Karuk Tribe, PO Box 1016, Happy Camp, California 96039.

- Telephone (530) 439-1600, ext: 2010
- Fax: (530) 493-1611, or (530) 493-5322
- Email: lcolegrove@karuk.us

The Karuk Tribe's **(TERO) Preference, Drug & Alcohol Policy** apply. If selected, applicants must successfully pass a drug screening test and be willing to submit to a criminal background check.

Applicant's must submit an employment application to the Karuk Tribe, Human Resource Department no later than the deadline listed.

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Position Description

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Responsibilities:

1. Must adhere to the sanitation and safety requirements of the nutrition component of the Indian Health Services (I.H.S) Environmental Health Survey, Food Handlers Permit regulations and Head Start Standard regulations and including the proper storage of food and supplies.\
2. Must attend training conferences/workshops to remain current on nutritional requirements.
3. Must participate in center planning meetings and assist staff in planning and conducting nutrition activities.
4. Must provide safety at all times for children 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. Must provide and permit parent involvement in the nutrition program, with a current TB test.
6. Must implement cultural foods into the menu and utilize parents as a resource.
7. Must prepare food and supplies for field trips. Attend all field trips involving meals to facilitate proper food distribution and provide assistance to the staff.

8. Must maintain order and cleanliness in the kitchen, free of clutter, and observe sanitation requirements. Clean kitchen appliances, food service equipment, floors, countertops, tables, stove/oven, refrigerators, freezers, cupboards, pantry, shelves, floors and walls.
9. Must be available for local and out of area travel for job related training and meetings, and must attend required meetings and functions as requested.
10. Must be willing to and able to adhere to a flexible work schedule Monday through Friday.
11. Other job duties as assigned.

Qualifications:

1. Have the ability to work effectively with Native American people in culturally diverse environments.
2. Have the ability to be flexible and time management skills, sometimes working in stressful conditions with an even temperament.
3. Have the ability to establish and maintain a harmonious and positive working relationship with staff, parents, children, and the community.
4. Must be able to follow verbal and written instructions.

Requirements:

1. Must possess a high school diploma or equivalent.
2. Must possess a current Food Handlers Certificate through the Department of Public Health or Indian Health Services. (I.H.S), or be willing to obtain one within 6 months of hire.
3. Must have knowledge of the CACFP (Child and Adult 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 larger groups, or preparing meals for program activities.
7. Experience in sanitary janitorial service.
8. Must have the ability to manage time and make sound decisions.
9. Must have the ability to complete required forms, reports, and daily logs with accuracy and within the specified time requirements.
10. Must be able to read and write clearly and be proficient in basic math skills.
11. Must possess a valid Driver's License, good driving record, and be insurable by KCDC's carrier.

12. Must submit to an initial TB test and a medical examination and on-going once every year.
13. Must sign the Karuk Head Start Employee conduct and Confidentiality Statement.
14. Must successfully pass a pre-employment drug screening test and criminal background check.

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

Policy Council/KCDC Board Approved: August 2010, Revised March 2011

Chairman's Signature: _____ **Date:** _____

Employee's Signature _____ **Date:** _____