

**MIAMI NATION
JOB ANNOUNCEMENT**

POSITION TITLE: COOK, LEARNING CENTER
STATUS: FULL-TIME
CLASSIFICATION: NON-EXEMPT

DATES OF POSTING PERIOD: UNTIL FILLED

JOB SUMMARY: This position is to prepare foods and clean areas in a safe and sanitary manner while under the direct supervision of the Leonard Learning Center Director and indirect supervision of the Child Care Services Manager. This position will be located at Leonard Learning Center at 102 S Eight Tribes Trail, Miami, OK.

MAJOR JOB FUNCTIONS:

- Planning of daily, weekly menu
- Maintain kitchen inventory; place food orders and/or purchase items as needed
- Periodic review of planned menus for items to be purchased and/or properly stored
- Daily preparation of breakfast, lunch and afternoon snack
- Clean and maintain kitchen, equipment, dishes, utensils and food storage areas as required by applicable health and safety regulations
- Serve breakfast, lunch and afternoon snack as needed
- Under the supervision of the Community Services Manager (a certified dietician), prepare nutritious menus in advance so they can be posted for parents on a weekly basis
- Take food temperatures before and during meal times and maintain record of temperatures
- Take freezer and walk-in temperatures regularly and maintain record of temperature readings

OTHER JOB FUNCTIONS:

- Assist classroom teachers as needed
- Various tasks as assigned to ensure the kitchen, dining area and classrooms stay on schedule
- Other duties as assigned

This position includes, but is not limited to the job functions listed above.

MINIMUM QUALIFICATIONS:

- High School diploma or equivalent
- A minimum of two years of experience in food service
- Must have a working knowledge of kitchen equipment and proper sanitation procedures
- Possess or willing to obtain and maintain Food Handler's Certification Permit within 30-days of the date of hire
- Must be able to work in a fast paced environment while maintaining safety standards
- Must be able to successfully pass criminal background investigation required for child care positions
- Must possess valid driver's license and be insurable
- Be drug free and successfully pass pre-employment and random drug screenings throughout employment

Human Resource Officer
Miami Tribe of Oklahoma
Mailing: P.O. Box 1326, Miami, OK 74355
Physical Address: 3410 P NW, Miami, OK 74354
Email: cgibson@miamination.com

For complete job description and application visit: www.miamination.com/employment

PHYSICAL REQUIREMENTS:

- Must be able to lift and carry a minimum of 50 pounds
- Duties performed standing, using hands and arms
- Must be able to stand, walk while using hands and arms
- Must have specific vision abilities as position requires for safe operation of kitchen equipment
- Must be drug free and successfully pass pre-employment and random drug screenings throughout employment

DRUG FREE WORKPLACE POLICY: Individual selected shall agree and abide by the Drug Free Workplace Act of 1988 and consent to drug screening prior to employment.

Preference in filling this position will be given to qualified Indian applicants in accordance with the Indian Preference Act and the Miami Tribe of Oklahoma Indian Preference Policy

Human Resource Officer
Miami Tribe of Oklahoma
Mailing: P.O. Box 1326, Miami, OK 74355
Physical Address: 3410 P NW, Miami, OK 74354
Email: cjgibson@miamination.com

For complete job description and application visit: www.miamination.com/employment