



JOB ANNOUNCEMENT

Early Learning Center Cook/Janitor - F/T

OPENING DATE: January 3, 2017
CLOSING DATE: February 3, 2017 (extended)
START DATE: ASAP
LOCATION: NWIC Main Campus
SALARY: \$28,000 Max DOE

The salary placement upon hire will be based on the selected candidate's education and relevant work experience as outlined in the job announcement and the established salary schedule for the classification of position to be filled.

Indian Preference applies. Except as provided by the Indian Preference Act (Title 25, U. S. Code, Section 473), NWIC supports and provides equal opportunity employment and educational opportunities, regardless of race, religion, national origin, age, sex, marital status, physical or mental disability or status as a special disabled veteran or veteran of the Vietnam era.

SCOPE OF WORK

Under general direction from the Early Learning Center Director and Program Coordinator, perform menu planning in accordance with USDA regulations, prepare meals for children at center, perform kitchen cleaning duties, shop for and order food as well as maintain kitchen inventory. Maintain child food allergy lists and make adjustments to menus based on allergies. Operate kitchen in compliance with USDA Child and Adult Care Food Program (CACFP) requirements. Perform general custodial duties for classrooms and facility and assist with deep cleaning as needed. Support classroom staff as needed as a classroom assistant. Maintain confidentiality in accordance with NWIC and ELC policies.

DUTIES & RESPONSIBILITIES

With Director input and assistance:

1. Plan and prepare fresh nutritious meals for infants, toddlers and preschool children.
2. Promote good health and nutrition for parents, students and staff.
3. Keep records of all student allergies and/or special dietary needs and provide appropriate meals and snacks.
4. Communicate with Lead Teachers and ELC management regarding child food needs.
5. Participate in training opportunities to include traditional native foods into menu plans.
6. Understand the importance of food and mealtimes in healthy child development.
7. Oversee USDA Food Program:
 - a. Ensure that all forms/paperwork is complete for study month each year.
 - b. Plan menus for children in accordance with USDA food program standards.
 - c. Complete food purchasing, expiration and storage.
 - d. Complete kitchen cleaning and organizing.
 - e. Complete monthly meal counts for each classroom.
 - f. Work with Director to monitor and control food costs while maintaining quality.

8. Perform cleaning and janitorial duties as assigned.
9. Support classroom staff as needed.
10. Assist with planning and maintenance of ELC vegetable garden.
11. Attend annual training and professional development events related to job duties.
12. Maintain Food Handler's Permit, provide proof of negative TB test, and obtain Infant & Child First Aid and CPR training.

QUALIFICATIONS REQUIRED to perform this position successfully:

Minimum Qualifications

1. High School graduate or GED certificate.
2. Experience preparing nutritious meals for children based on USDA CACFP guidelines.
3. Experience with CACFP menu planning and recordkeeping.
4. Knowledge of childcare health & safety policies and procedures.
5. Possess previous kitchen management experience.
6. Effective writing and verbal communication skills, as well as the ability to work in a team environment.
7. Ability to pay attention to detail and meet deadlines.
8. Ability to represent the College in a positive and professional manner.
9. Ability to work independently or as a member of a team.

Preferred Qualifications

1. Experience working in a tribal college setting.
2. Possess good interpersonal communication skills in working with parents, children, and staff.

Other Qualifications:

Certificates, Licenses, Registrations:

Current Infant, Toddler and Adult CPR and First Aid certification; documented negative TB test; pass a federal criminal background check through the Washington Department of Early Learning and possess a valid food handler's permit. Must have a valid driver's license and driver abstract that meets employer qualifications for insurability.

Supervisory Responsibilities:

This position has not been assigned supervisory responsibilities.

APPLICATION PROCESS

Interested individuals should submit the following application materials directly to the NWIC Human Resources Office only.

1. Cover letter addressing how you meet the position qualifications
2. NWIC Application
3. Equal Employment Opportunity (EEO) form
4. Current and complete professional resume
5. Copies of colleges transcripts (*official copy requested at time of hire*)
6. Three **letters** of recommendation from persons, who not members of your immediate family, who have firsthand knowledge of your qualifications for the position
7. If applicable to the position, provide copies of certificates/licenses/credentials

The job announcement and application forms are available online at www.nwic.edu/jobs or may be requested from and submitted directly to:

Northwest Indian College
Human Resources
2522 Kwina Road
Bellingham, WA 98226-9278
Telephone/Fax: (360) 392-4230
Email: employment@nwic.edu