



JOB ANNOUNCEMENT

Early Learning Center Cook - F/T

OPENING DATE: June 13, 2018
REVIEW DATE: **June 27, 2018**
CLOSING DATE: Open until filled
START DATE: ASAP
LOCATION: NWIC Main Campus
SALARY: \$26,000 Max DOE

*The Early Learning Center is open when NWIC is in session.
This position is scheduled to work 10 months of the year but is paid over 12 months.*

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.

Northwest Indian College hiring practices include adherence to the Indian Preference Act (Title 25, U.S. Code, Section 473). NWIC supports and provides equal opportunity employment and educational opportunities without regard to race, color, religion, national origin, sex (including pregnancy), disability, age, veteran status, sexual orientation, gender identity or expression, marital status or genetic information.

SCOPE OF WORK

Under general direction from the Director and Program Coordinator: perform menu planning in accordance with USDA Child and Adult Care Food Program (CACFP) regulations, prepare meals for children at Center, perform kitchen cleaning duties, shopping for and ordering food and maintaining kitchen inventory. Maintain child food allergy lists and adjust menus based on allergies. Operate kitchen in compliance with USDA CACFP requirements. Perform general custodial duties for classrooms and facility and assist with deep cleaning as needed. Assist classroom staff with daily meal service and ensure CACFP meal service requirements are being followed. Assist in classrooms as needed. Maintain confidentiality in accordance with NWIC and ELC policies.

DUTIES & RESPONSIBILITIES

With Director input and assistance:

1. Plan and prepare fresh nutritious meals for 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. Follow USDA Food Program Guidelines:
 - a. Ensure that all forms/paperwork are completed as assigned;
 - b. Plan menus for children in accordance with USDA food program standards;
 - c. Manage food purchasing, rotation and storage;
 - d. Kitchen cleaning and organizing;
 - e. Ensure food products and recipes used meet CACFP Child Nutrition standards;
 - 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. Attend annual training and professional development events related to job duties;
11. Maintain Food Handler's Permit, provide proof of negative TB test, and obtain Infant and 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 Child and Adult Care Food Program (CACFP) guidelines.
3. Experience with CACFP menu planning and recordkeeping.
4. Knowledge of childcare health and 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
- Valid food handler's permit
- 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 college transcripts (*official copy requested at time of hire*)
6. Three **letters** of recommendation from persons, who are 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