

KICKAPOO TRIBE OF OKLAHOMA



NOTICE OF VACANCY

EMPLOYMENT: Food Service Assistant

DEPARTMENT: Kickapoo Head Start, Inc.

STATUS: Part Time

DEADLINE: Until Filled

JOB DESCRIPTION:

The food service assistant will assist Food Service staff to prepare and serve breakfast, lunch, and snacks daily for sixty students and staff. Meals are prepared and served following the guidelines of the Child and Adult Care food Program. FSA will also be required to serve as Bus Monitor as needed.

MINIMUM REQUIREMENTS:

- Must have a Food Handlers Certificate
- Maintain the quality and wholesomeness of meals
- Assist in tracking meals and snacks served
- Maintain a sanitary and safe environment for food preparation and service
- Good health status as documented by a physical examination.
- Ability to lift 50 pounds.
- Ability to provide evidence of freedom from TB.
- Deliver meals and snacks to classrooms, set tables, and prepare food for family style service
- Involve children in setting tables, clean up, and nutrition activities as requested
- Assist classroom staff with duties as requested by supervisor
- Attend staff meetings and parent meetings as requested
- Maintenance of a current First Aid /CPR certificate
- **Requirements:** Must possess documents that establish both identity and employment eligibility, pass a drug screening test, and complete an OSBI background investigation. English language necessary and Kickapoo language is a plus.

If you are interested in the positions listed above, please submit resume and/or application to:

Kickapoo Tribe of Oklahoma
Attn: Kickapoo Head Start, Inc.
PO BOX 399
McLoud, OK. 74851

email: jaymetrevino@ktoheadstart.com
or by Fax: 405-964-3417

Kickapoo Tribal Members and Indian preference in filling this vacancy is given to qualified candidates, in accordance with Title 25, U.S. Code Section 472 and 473. Kickapoo Tribe of Oklahoma is an equal opportunity employer.

*The Kickapoo Tribe of Oklahoma is a Drug-Free Workplace
And an At-Will Employer*