



Department of Early Childhood Education
Office: (601) 650-1680
Mississippi Band of Choctaw Indians
P. O. Box 6010
Choctaw, MS 39350

Job Announcement #093233

Position Title: Cook
Salary: Grade 4
Supervisor: Center Director
Type of Employment: Regular Full Time
Job Location: STANDING PINE EARLY CHILDHOOD
Opening Date: **JANUARY 03, 2025**
Closing Date: **JANUARY 17, 2025 OR UNTIL FILLED**

SCOPE OF SERVICE:

The Cook is responsible for the overall preparation of all meals served in the Center, ensuring that the meals are appetizing and meet all nutritional requirements of the Department of Early Childhood Education.

DUTIES & RESPONSIBILITIES:

1. Maintain a high standard of conduct that would be exemplary to children and parents.
2. Plan and prepare all meals according to menu and all daily-recommended nutritional allowances.
3. Maintain inventory of food stock, order and purchase food as needed.
4. Maintain sanitation of kitchen/food service areas and equipment.
5. Assure safe storage of food.
6. Assist classroom staff in providing simple tasting experiences for children.
7. Provide training for all volunteers and staff assigned to the kitchen.
8. Assist classroom staff in supervising children during mealtime and ensure that family style

service is provided.

9. Maintain inventory of kitchen equipment, submitting supply to Center Director as needed.
10. Maintain good rapport and work cooperatively with parents and co-workers.
11. Attend all staff meetings and required training.
12. Complete all required calculations and reports for monthly food report.
13. Assist in other areas of the Center as needed.
14. Must be certified or willing to get certified with either the ServSafe or Tummy Safe certification.

QUALIFICATIONS:

1. High School diploma or GED - ***REQUIRED***
2. Must be able to read, write, and complete calculations.
3. At least two (2) years of experience in food preparation.
4. Speak Choctaw and English fluently.
5. Must have a current Physical Examination, Proof of TB Skin Test result, current Immunization Form 121 upon initial hiring, and must renew accordingly. - ***REQUIRED***
6. Must have dependable transportation, a valid Mississippi Driver's License, and Liability Insurance as required by state law, and must renew accordingly. - ***REQUIRED***
7. Continued employment will be contingent upon satisfactory Child Abuse and Criminal Background Check. - ***REQUIRED***

NOTE: The Administrative Personnel Policy & Procedures of the Mississippi Band of Choctaw Indians, Native American Preference, Section II (A), have been revised and approved, as follows:

Further bolstering this Native American preference to promote employment of MBCI members, it is the policy of MBCI to employ person(s) who are not members of MBCI only when no qualified member of MBCI, who has applied for this position, can be trained or upgraded to fill a given job vacancy within a reasonable period of time at a reasonable cost, and then only when a Waiver of Native American Preference has been secured from the Committee on Human Resources, Training and Development on a case-by-case basis.

The authority to waive Native American Preference laws can only be exercised by the Committee on Human Resources, Training and Development. The Committee will exercise its discretion to do so only when a motion is made by a committee member to support such waiver and the Committee determines by reviewing the facts and appropriate written documentation that a waiver is justified. A waiver to allow the employment of a person who is not a member of MBCI, or to employ a person who is Native American outside the order of preference set forth in this Policy, can be made by the Committee only for as long as the person who is granted the waiver remains in the position for which the waiver was granted. That waiver does not apply to other openings which the person who is granted the waiver may request a promotion or transfer for, or apply for. The Committee only has the right to approve or disapprove a waiver that has been requested by the Executive Branch supervisors, and has no right to direct, demand, or coerce any executive Branch supervisor or personnel that any specific applicant other than the one for which waiver is sought, be employed. Supervisors who do not follow the Native American Preference Policy are subject to disciplinary action up to termination.

**IF INTERESTED, SEND APPLICATION TO: Mississippi Band of Choctaw Indians
Human Resources
P.O. Box 6033
Choctaw, MS 39350**