

Santee Sioux Nation

TRIBAL ADMINISTRATION / OFFICE OF HUMAN RESOURCES
SIDNEY A. TUTTLE, SR. HRD

Chairman: Alonzo Denney
Vice-Chairman: Kameron Runnels
Treasurer: David Henry
Secretary: Andrea McBride
Hobu Creek Dist. Rep.: Byron Tuttle
Howe Creek Dist. Rep.: Carrie Rouillard



425 Frazier Ave. N. Suite 2
Niobrara, NE 68760-7219
Phone: (402) 857-2302
Fax: (402) 857-2367
Santee Dist. Rep.: Vietta Swalley
Bazile Creek Dist. Rep.: Sandra Henry

VACANCY ANNOUNCEMENT

Position: Head Cook
Department: SSN HEADSTART PROGRAM
Supervisor: SSN HEADSTART DIRECTOR
Classification: NON-EXEMPT
Status: FTE 40 HOURS PER WEEK, PERMANENT, (44 weeks per year)
Supervisory: Director
Salary: \$16.75 – 18.00 DOQ
Posted: 01/07/26 – 01/22/26

GENERAL OVERVIEW:

Job Summary:

The Head Cook will be responsible to prepare homemade meals and a snack and must be able to accommodate children with food allergies. The cook is responsible for the purchase, preparation, cooking and serving meals in a family style setting. Responsible for the cleaning and maintenance of the kitchen equipment, required paperwork for the USDA Child and Adult Food Program (CACFP).

Key Skills and Attributes:

- Purchase food and supplies needed for the food service
- Make menus following the nutritional food group chart for Head Start/Early Head Start children
- Keep kitchen equipment and floor clean, sweeping and mopping, clean tables and empty trash
- Coordinate food and supplies for field trips
- Inventory and proper food storage
- Maintain all required CACFP paperwork which includes, menu production sheets, menus, grocery receipts and kitchen supply receipts
- Post and maintain all required CACFP public notices

Standard of Performance:

- Must attend mandatory CACFP trainings
- Must have excellent computer skills to submit on line monthly CACFP reimbursements to the Department of Education Nutrition Department and develop a monthly menu template

- Must submit a monthly monitoring report to the director, participate in the annual community assessment and Program Self-Assessment
- Must obtain a food handlers certificate within 6 (six) months of hire date
- Attend mandated training and obtain required certifications and must be willing to travel for meetings or training
- Perform high quality work
- Maintain good relationships
- Show initiative and dependability on the job
- Maintain client confidentiality
- Practice cultural humility in work with tribal people, families and community

Conditions of Employment:

1. Adhere to the Drug and Alcohol policies of the Santee Sioux Nation
2. Complete an initial drug test.
3. Must have a valid Driver's License.
4. Selectee is required to submit finger printing for investigative background purposes. Under PL 101-630 Indian Child and Family Violence Protection Act persons who have been arrested for or charged with a crime involving a child or violent crime against a person, are not eligible for employment with the **Santee Head Start Program**.

Program Specific Qualifications Required: (KSA)

- Must have a High School Diploma or GED
- Must have reliable transportation with insurance
- Experience with Basic Cooking skills and meal preparation
- Demonstrated knowledge and experience in using technology/social networking as a positive community outreach and awareness tool.
- Exceptional verbal and written skills.
- Ability to work effectively both independently and as part of a team.
- Ability to learn fast and solve unique challenges.
- Competency in Microsoft Word, Excel and PowerPoint.
- Technical skills in online technology such as G suite, Zoom, etc.
- Must be self-motivated and show initiative in working without close direct supervision.
- Ability to maintain confidentiality

SSN Benefit Package:

- **Weekly PTO Accrual, "beginning" at 4 hours per week**
- **401(k) Opportunity, 3% Match**
- **Health Insurance - FEHB, Health Care Benefit Option**
- **Educational Leave Program for the Nebraska Indian Community College**
- **Paid Holidays, including Tribal observances**

- **Qualifying Retention Bonus's**
- **Qualifying Bereavement Leave**
- **Professional Development Opportunities**
- **In-house Savings plan (financial support)**

EMPLOYMENT CONDITIONS:

The Personnel Policies and Procedures of the Santee Sioux Nation apply to all employees. All offers of employment are contingent on the successful completion of a drug and alcohol screening. If the position involves regular contact with or control over children or elders, then a successful applicant must also meet minimum standards of character based on an extended criminal background check.

INDIAN PREFERENCE ACT: Preference in hiring given to qualified Native Americans in accordance with the Indian Preference Act. Applicants claiming, "Indian Preference" Must submit, along with their application, verification of enrollment of their spouse in Federally Recognized Tribe Indian.

VETERAN'S PREFERENCE: Preference in hiring is giving to qualified Veterans who have served in our Armed Forces and have been honorably discharged. Applicants claiming, "Veteran's Preference" Must submit, along with their application, a copy of their DD214. Active National Guard members must submit a copy of their Military Identification.

Special Employment Conditions:

1. Satisfactory results of an extensive background checks- personal are required to submit to an initial and yearly background checks throughout their employment. This includes checks with the State registers (Child and Adults Abuse) and criminal history check with the State patrol, and Federal Bureau of Investigations.
2. Retain a valid driver's license and satisfactory driving record- personnel are at times required to use their personal or government vehicle. Current copies of a driver's license and personal vehicle insurance must be maintained on file with the manager & Office of Human Resources.
3. Satisfactory results of initial and random drug testing- personnel are required to submit to initial drug testing within one week of their hire dates and are subject to the Santee Sioux Nation Drug-Free Workplace Policy Act and random drug testing throughout their employment

DISCLAIMER: THE INFORMATION ON THIS JOB DESCRIPTION HAS BEEN DESIGNED TO INDICATE THE GENERAL NATURE AND LEVEL OF WORK PERFORMANCE BY EMPLOYEES IN THIS POSITION. IT IS NOT DESIGNED TO CONTAIN, OR BE INTERPRETED AS, A COMPREHENSIVE INVENTORY OF ALL DUTIES, RESPONSIBILITIES, AND QUALIFICATIONS REQUIRED OF EMPLOYEES HIRED FOR THIS POSITION. EMPLOYEES MAY BE ASKED TO PERFORM OTHER DUTIES AS NEEDED.

APPLICATION INSTRUCTIONS:

****YOU MAY PICK UP AN APPLICATION AT ANY TRIBAL PROGRAM OR AT THE TRIBAL ADMINISTRATION BUILDING, DAVID FRAZIER BUILDING.**

****ONLINE: YOU CAN GO TO WWW.SANTEESIOUXNATION.COM AND DOWNLOAD AN APPLICATION.**

APPLICATION PROCEDURES:

***3 forms of identification (State ID, Tribal ID and Social Security Card)**

***Current working contact number**

***MAILING ADDRESS**

***Completed application (partially completed not accepted)**

***Release of Information form completed**

***Full Resume**

***Letter of Intent**

***Reference letters, 3 professional and 2 personal references**

***Tribal enrollment verification (*if claiming Indian Preference)**

Submit applications and resumes to the following address:

Santee Sioux Nation, Office of Human Resources

Attention: Sidney A. Tuttle, Sr., HRD

425 Frazier Ave. N. Suite 2

Niobrara, NE 68760-7219

Approved;



**Sidney A. Tuttle, Sr.,
Human Resource Director
Santee Sioux Nation**

01/08/2026

Date