

**CHEMEHUEVI INDIAN TRIBE**

**P. O. Box 1976**

**Havasu Lake, CA 92363**

**Tribal Employment Rights Office (TERO): Phone (760) 858-5100**

**dir.tero@cit-nsn.gov**

**INDIAN PREFERENCE POLICY:** Preference in filling vacancies is given to qualified Indian candidates in accordance with the Indian Preference Act of 1934 (Title 25, USC, Section 472).

**Head Start Cook/Nutrition Specialist**

**STATUS:** Permanent, Full Time, Seasonal, Non-Exempt  
**DEPARTMENT:** Head Start  
**REPORTS TO:** Head Start Director  
**SALARY:** \$12.00/hr DOE  
**CLOSING:** Open Until Filled

**Duties and Responsibilities:**

- Implement, review and evaluate Nutrition Management Plan, give recommendations for improvement and budget revisions.
- Work with other specialists to meet the daily nutritional needs of high risk children.
- Develop nutritional menu and have pre-approved by the I.H.S. Nutritionist
- Present pre-approved menus to HS Director and Parents.
- Process food orders and assure delivery of all necessary food and kitchen supplies in accordance with menu and program schedule.
- Prepare nutritious meals for children, on time, according to daily schedule, and following a two week menu cycle that meets CCFP requirements and Head Start performance standards.
- Become knowledgeable of the State Child Care Food Program (CCFP) and adhere to all the requirements issued by CCFP.
- Prepare the monthly CCFP inventory reports pertaining to breakfast, lunch and snack counts, for food, supplies and labor costs.
- Process CCFP food affidavits and daily record keeping requirements.
- Coordinate with Indian Health Service (I.H.S.) environmental and CCFP state inspections to ensure kitchen sanitation standards meet or exceed the state and I.H.S. codes and standards.
- Educate staff and parents on state CCFP requirements.
- Provide a Nutrition Education Program for children, parents and staff.
- Participate actively in Health Advisory Committee meetings and Head Start Staff meetings.
- Participate in and complete on-going nutrition training.
- Other duties as assigned.

**Qualifications:**

- High School Diploma or GED.
- Understanding of the nutritional needs of pre-school age children.
- Preferred: Experience in working with minority cultures and low-income/special needs children and families.
- One year cooking experience for large numbers of people.
- Good communication, basic writing and computer skills.

**Other requirements:**

- Valid Drivers License.
- Obtain First Aid/CPR and Food Handlers Card.
- Pass pre-employment physical exam including test for tuberculosis.
- Pass pre-employment drug screening, criminal background check.
- Must comply with all personnel policies, including drug free workplace and confidentiality.