

**Fort Belknap Child Care
Fort Belknap Agency
656 Agency Main Street
Harlem, MT 59526**

TITLE: Cook/Janitor

STATUS: Permanent/Full-Time

PROGRAM: Child Care

SALARY: \$16.00/hour

DEPARTMENT: General Services

LOCATION: Fort Belknap Agency

SUPERVISION RECEIVED: Incumbent will work under the general supervision of the Child Care Program Manager.

SUPERVISION EXERCISED: None

GENERAL DESCRIPTION OF DUTIES:

This list of duties and responsibilities is illustrative only of the tasks performed by this position and is not all-inclusive.

- Work hours 7:00AM-4:00PM
- Incumbent will be responsible for the provision of janitorial services of the Fort Belknap Child Care Center and offices
- Open building for access on a daily basis
- Sweeps and mops all hard surface floors daily
- Places highly visible signs warning of wet and slippery surfaces and other similar warning relevant to temporary hazards or obstructed pedestrian traffic flow in the building or adjacent grounds
- Dusts and cleans lighting fixtures, cabinets, desks, tables and equipment weekly
- Empties refuse containers and transports to collective refuse container on a daily basis
- Uses a variety of commercial cleaning solutions, and uses specialized cleaning, disinfecting and sanitizing agents through spray and hand scrubbing application to clean walls, ceilings, bathroom facilities and other surfaces that may contain pathogenic organisms and bacteria
- Order all food needed for preparation of weekly menu
- Date all food items upon arrival/delivery and put away
- Responsible to see that all food is properly stored in accordance with good health and sanitation regulations. (rotation of food and correct temperature in cold storage)
- Responsible for planning and preparation of breakfast, lunch and snacks with assistance of Nutritionist
- Required to attend all training and staff meetings
- Responsible for the cleanliness of kitchen storage cupboards, countertops, freezers, stove and refrigerator at all times
- Prepare and serve food in a clean and attractive manner
- Responsible for keeping accurate breakfast, lunch and snack counts and monthly reporting to CACFP
- Responsible for a continual inventory of all food, supplies, equipment, utensils, etc.
- Responsible for personal hygiene (wear an apron, hair net (hair must be covered), and gloves)
- Help staff with activities when time permits

- Submit monthly performance reports, prepare menu production records
- Pick up after each meal and return dishes to kitchen
- Wash and put away dishes
- Wash, dry and put away kitchen towels and washcloths
- Weekly major cleaning of kitchen and storage areas
- Two 15-minute breaks allowed per day
- Phone calls limited to work duties. Cell phone use is limited to breaks and emergencies only
- Perform other duties as assigned
- Abide by all policies, procedures and guidelines of the FBIC, BQMCCC and CACFP.

KNOWLEDGE, SKILLS AND ABILITIES:

- Possess the ability to work as a team player
- Must be able to work independently with a minimum amount of supervision
- Have ability to work flexible hours when necessary
- Must be able to implement, follow through and complete specific tasks, assignments and projects in a timely manner
- Professional at all times on work site
- Practice positive client/worker relationship and have good public relation skills

QUALIFICATIONS:

1. High School Diploma or HiSet
2. Experience with large quantity cooking, record keeping, ordering food and supplies, maintaining and submitting reports, planning menus and serving food according to regulations
3. Possess a valid Driver's License
4. Obtain First Aid/CPR
5. Must have a current physical and TB test

SPECIAL CONDITIONS:

To perform this position successfully, the employee must be able to perform each essential duty and task satisfactorily. All requirements listed above are representative of the knowledge, skills and abilities mandatory of this position. Reasonable accommodations may be made to enable individuals with Health Disabilities to perform essential functions.

1. Maintain CONFIDENTIALITY at all times except when directed to do so and/or when requested by law
2. Subject to and must comply with the Fort Belknap Community Council Substance Abuse Prevention, Drug/Alcohol Testing Policy
3. Submit to a thorough criminal background check with includes criminal and work history
4. Must possess a valid driver's license.

Indian Preference Employer as Required by Law

IMMIGRATION REFORM AND CONTROL ACT:

Requires that all individuals appointed to a position must present proof of employment eligibility. Successful applicants will be asked to produce documentation.

I have read and understand the following description and qualifications listed above and agree to comply with all duties and responsibilities required. I understand Fort Belknap Child Care Program reserves the right to review this job description as the need arises.

Employee

Date

HOW TO APPLY:

Submit application and resume postmarked by the closing date to:

Human Resources Department
Fort Belknap Community Council
656 Agency Main Street
Harlem, MT 59526

Approved: _____
CAO