



CHOCTAW TRIBAL SCHOOLS

MISSISSIPPI BAND OF CHOCTAW INDIANS
P.O. BOX 6008
CHOCTAW, MS 39350
PHONE (601) 650-7302
FAX (601) 656-9454

JOB ANNOUNCEMENT #103283

JOB TITLE: Culinary Arts Assistant

OPENING DATE: SEPTEMBER 04, 2020 **SEP 04 2020**

CLOSING DATE: SEPTEMBER 18, 2020 OR UNTIL FILLED

SALARY: TRIBAL PAY PLAN, GRADE 7

SUPERVISOR: Occupational Training Center, Assistant Principal

TYPE OF EMPLOYMENT: Regular Full Time, 210 Days

JOB LOCATION: CAREER TECHNICAL EDUCATION CENTER

SCOPE OF SERVICE:

The Culinary Arts Assistant is responsible for assisting the activities of the kitchen, assisting student workers scheduled in culinary arts lab. Assist in instructing students on the proper and safe use and operation of a variety of equipment and tools and orients students to established policies within the instructional laboratory. Assists instructor in assembling supplies and setting up apparatus used in class demonstrations such as food ingredients for each recipe, knives, mixers, electric chafing dishes, etc. Assist in demonstration of food production techniques, artistic buffet presentations, salad preparation, sauces, baking, and entrees. Helps issue supplies, materials, and equipment to students such as lab coats, food ingredients, knives, measuring equipment, etc. in quantities required for classroom assignments. Assistant is responsible for helping with activities of the kitchen including assisting with kitchen student workers toward successful program completion, menu planning, recipe creation, food and supply ordering and overseeing the day to day food preparation at the student café. The Culinary Art Assistant is responsible for working cooperatively with the community and centralized special education staff to ensure that all program goals and objectives are implemented in an effective manner.

DUTIES AND RESPONSIBILITIES:

1. The ability to communicate concepts and ideas through culinary design and have expertise in relevant program resources.
2. Provide academic leadership and select, train, develop, manage students according to the guidelines provided by the special education program.

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3. Maintain excellent communication skills, both written and oral.
4. Maintain strong interpersonal skills with supervisor and staff.
5. Develop superior organization, prioritization and self-motivation skills related to work environment.
6. Ability to interact effectively as a member of a team and work collaboratively with other departments.
7. Assist or coordinate catering jobs from time to time, as assigned.
8. Assist with food preparation, as assigned.
9. Ability to listen to customers and to understand and respond positively to their requests.
10. Ability to adapt to changing assignments and multiple projects, as required.
11. Complete recordkeeping of projects, as required or assigned.
12. Provide direction, supervision, and classroom support as assigned, notifying the teacher or administration of concerns.
13. Willingness to attend specific training and professional development related to work in culinary arts program and special education program.
14. Support and supervise students according to handbook policy in learning environments as assigned.
15. Perform other duties as assigned by the supervisor.

QUALIFICATIONS:

1. High School Diploma or GED Certificate or higher degree.
2. Must be able to speak both English and Choctaw to the extent necessary for classroom instruction.
3. Technical knowledge of commercial food production design and presentation techniques with current Safe Serv certification in place.
4. Demonstrate culinary arts skills such as primary meat, vegetable, salad construction, restaurant pastries, etc.
5. Knowledge of basic nutrition for planning of nutritionally balanced menus.
6. Must possess a valid Mississippi Driver's License, personal automobile liability insurance and adequate transportation.
7. Must obtain a CDL in order to serve as a backup bus driver for program students within two (2) years of hire date.
8. Prior experience working in educational setting and food preparation.
9. Must possess reliable and dependable work habits and ethics (i.e good written and oral communication skills, punctuality, neat appearance and the ability to get along with others).

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- 10. Complete a criminal background check on local, state and national levels. Any record of conviction of criminal or child abuse charges will result in immediate termination.**
- 11. Employee in this position is subject to random drug testing.**

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 the 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 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 Branch
Choctaw, MS 39350