



## 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 #180314

**POSITION TITLE:** Food Service Technician

**OPENING DATE:** JULY 27, 2021 **JUL 27 2021**

**CLOSING DATE:** AUGUST 03, 2021 OR UNTIL FILLED

**SALARY RANGE:** Education Compensation Plan

**TYPE OF EMPLOYMENT:** Regular Full Time, 210 Days

**SUPERVISOR:** School Principal

**JOB LOCATION:** Choctaw Central High School

**SCOPE OF SERVICE:** Directs the school cafeteria program toward goals of providing each students with food of nutritious quality in an atmosphere of cheerfulness, cleanliness, and personal caring within the scope of state and federal regulations.

#### **DUTIES AND RESPONSIBILITIES:**

1. Follow instructions given by the manager/head cook and give all possible cooperation to others in the cafeteria at all times.
2. Take good care of equipment; use properly and keep clean; report any equipment failure immediately.
3. Observe safety rules at all times.
4. Develop and maintain a cheerful, helpful attitude towards students, staff and co workers
5. Keep work area clean.
6. Report promptly for work; comply with established work hours, except by permission in case of emergency.
7. Cooperate fully with suggestions and directions given by head cook/manager
8. Loads and unloads dishwashing machine and three compartment sink.
9. Wash pots, pans, and other dishes daily.
10. Prepares and serves food, follows menus and recipes according to Mississippi Department of Education Child Nutrition guidelines.
11. Responsible for lifting chairs, pushing tables, sweeping, and mopping.

12. Sets up cafeteria serving line and monitors student meals to ensure reimbursable meals are served.
13. Puts away food deliveries in freezer, cooler, and dry storeroom. Must be able to lift 50 lbs.
14. Disposes of garbage, cleans and sanitizes garbage cans. Must be able to pull out and lift heavy garbage bags.
15. Record food temperatures daily on temperature logs.
16. May be required to run computer software for daily meal counts.
17. Perform other duties as may be assigned by the head cook/manager

**QUALIFICATIONS:**

1. High School Diploma or GED Certificate preferred.
2. Be a member of the Mississippi Band of Choctaw Indians.
3. Competence in performance of tasks listed above.
4. Be able to follow oral and written instructions.
5. Be able to get along with others.
6. Good physical conditions with no back problems.
7. Previous experience as cafeteria employee
8. Complete a criminal background check on county, state, and national levels. Any record of conviction of criminal or child abuse charges will result in immediate termination.
9. Employee in this position is subject to random drug testing.
10. Must possess a valid Mississippi driver's license, reliable transportation and personal liability insurance.

**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, Mississippi 39350**