



DEPARTMENT OF FAMILY AND COMMUNITY SERVICES  
 MISSISSIPPI BAND OF CHOCTAW INDIANS  
 P. O. BOX 6010  
 CHOCTAW, MS 39350

- Office of the Director  
601.650.1778
- Social Services Division
  - Children and Family Services  
601.650.1741
  - Assistance Services  
601.650.1666
- Victims Services Division
  - Family Violence and Victim's Services  
601.650.1774
  - Choctaw Children's Advocacy Center  
601.663.7790
- Food Distribution Program  
601.650.1731
- Elderly Nutrition Program  
601.663.7580
- Veterans Affairs Program  
601.650.1737

**JOB ANNOUNCEMENT #022078**

POSITION TITLE: Cook Assistant (2 positions)  
 SUPERVISOR: Food Service Supervisor  
 JOB LOCATION: Elderly Nutrition Program  
 TYPE OF EMPLOYMENT: Regular Full-Time Non-exempt  
 OPENING DATE **MAY 25, 2022** MAY 25 2022  
 CLOSING DATE: **JUNE 08, 2022 OR UNTIL FILLED**

**SCOPE OF SERVICES:**

The Assistant Cook will assist the cooks in planning, preparing and serving healthy and nutritious meals for tribal elders at the Elderly Nutrition Program. The Assistant Cook will be responsible for the day-to-day operation of the food program and all facets of it.

**DUTIES AND RESPONSIBILITIES**

1. The planning, preparation and serving of meals at the Elderly Nutrition Program to elders.
2. Maintain monthly and yearly inventory of all food, supplies, and equipment on hand.
3. Report needed equipment and supplies to the Food Service Supervisor.
4. Maintain cleanliness and maintenance of the kitchen equipment.
5. Attend all in-service and staff meetings as directed by the Food Service Supervisor.
6. Assist in the planning and implementation of activities as directed by the Food Services Supervisor.
7. Check in all arriving shipment of groceries and supplies.
8. Maintain proper storage and handling of all food items in the kitchen.
9. Work with elders and staff at the Elderly Nutrition Program in a cooperative manner.
10. Keep records of meals served for congregate and home delivery including the amount of food cooked at each meal.

**QUALIFICATIONS:**

1. High school diploma or GED is preferred.
2. Ability to speak Choctaw is preferred.
3. Six months to one year kitchen related experience is preferred.
4. Must have dependable transportation, a valid Mississippi driver's license, insurance as required by State law, and clearance to operate tribal vehicles.
5. Must submit to background check as required by the Tribe.

**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 persons(s) who are not members of MBCI only when to qualified member of MBCI, who has applied for the position, can be trained up 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