



CHOCTAW DETENTION CENTER

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MISSISSIPPI BAND OF CHOCTAW INDIANS

125 RIVER RIDGE CIRCLE • P.O. BOX 6010

CHOCTAW, MS 39350

JOB ANNOUNCEMENT #18-03-14

POSITION: Food Service Cook – 1 Position
SALARY: Grade 5
OPENING DATE: OCTOBER 06, 2016 **OCT 06 2016**
CLOSING DATE: OCTOBER 20, 2016 OR UNTIL FILLED
SUPERVISOR: Food Service Manager
JOB LOCATION: Choctaw Detention Center

TYPE OF EMPLOYMENT: Part Time Cook

SCOPE OF SERVICE AND EFFECT:

Under the direction of the Food Service Manager, performs a variety of tasks related to the preparation and serving of meals including, but not limited to, cooking, operation and maintenance of all kitchen equipment, inventory of food and supplies, record keeping, storage and handling of foods and supplies, cleaning of kitchen area, and menu planning.

RESPONSIBILITIES AND DUTIES:

1. Prepares and serves meals to Detention Inmates at the Choctaw Detention Center.
2. Checks the inventory of food and supplies on a regular basis and reports to the Food Service Manager.
3. Operates and maintains all the kitchen area and equipment in a safe and responsible manner.
4. Maintains records on the menu, number of Detention Inmates served, and the amount of food served at each meal.

5. Cleans and maintains furniture and equipment in the kitchen area, including sweeping and mopping and emptying trash.
6. Assists in the order, proper storage and handling of all chemicals needed for operating the food service program, including cleansers, detergents, etc...
7. Assists in the proper use, storage and handling of all chemicals needed for operating the food service program, including cleansers, detergents, etc...
8. Others duties as assigned by the Food Service Manager.

WORK ENVIRONMENT:

Work is performed primarily at the Choctaw Detention Center

PHYSICAL DEMAND:

Must be able to maneuver, reach and stoop in kitchen area to reach essential food, supplies, and equipment, lift pots and pans from storage area to stove, warmer, and dishwashing service, and be to lift boxes of food supplies to their proper storage places.

QUALIFICATIONS:

1. High School Diploma or GED Certificate. (**Attach Copy to Application**)
2. Previous experience in food service, desirable.
3. Must be able to work for written or oral instruction, established Tribal and Choctaw Detention Center policies and procedures, and standard work practices.
4. Must have dependable transportation, a valid Mississippi driver's license and liability insurance as required by state law. (**Attach Copy to Application**)
5. Must obtain a physical examination and health card upon initial hiring and must renew on a yearly basis.
6. Must obtain a training certificate through ServSafe., with then 6 months of hire date.
7. Must submit a completed SF86 (**Back-ground application**) with then 10-working days after an oral interview, failure to do so would be considered as withdrawal your application for hire.
8. The minimum standards of characters under this section shall ensure that all of the individuals appointed to positions have a clear criminal history for the past seven (7) years as evidenced by no conviction for, or no plea of nolo contendere or guilty to, any felonies offense, or any misdemeanor offense with in the past (3) years, under Federal, State, or tribal law involving crimes of Violence, sexual

assault, molestation, exploitation, contact or prosecution, crimes against person, or offense committed against children.

9. Ability to pass a personal background investigation to determine the applicant is of good moral character and is honest, reliable, loyal, and above reproach. The background investigation includes all activities required by federal and tribal policy to ensure the applicant is appropriate to work in a position of trust. ; have not been discharged under dishonorable conditions from any branch of the United States Armed Services.

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