



## 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 #180316

**POSITION TITLE:** Food Service Technician

**OPENING DATE:** MARCH 05, 2021 **MAR 05 2021**

**CLOSING DATE:** MARCH 19, 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 at all times the instructions given by the manager/head cook and give all possible cooperation to others in the cafeteria.
2. Serve in a capacity which may be necessary in an emergency.
3. Take good care of equipment; use properly and keep clean; report any equipment failure immediately.
4. Observe safety rules at all times.
5. Develop and maintain a cheerful, helpful attitude towards students, staff and co workers
6. Require high standards sanitation.
7. Keep work area clean
8. Report promptly for work; comply with established work hours, except by permission in case of emergency.
9. Cooperate fully with suggestions and directions given by head cook/manager
10. Perform other duties as may be assigned by the head cook/manager

## QUALIFICATIONS:

1. High School Diploma or GED Certificate.
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. Annual health examinations as required by the tribe and the Mississippi Health Department.
8. Must have valid health card.
9. Previous experience as cafeteria employee
10. 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.
11. Employee in this position is subject to random drug testing.
12. 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:

Notwithstanding this Native American Preference, MBCI will employ non-MBCI members only when no qualified member of MBCI can be recruited, trained, or upgraded for 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 waiver Indian Preference Laws can only be exercised by the Committee on Human Resources, Training and Development, and 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 non-MBCI member can be made by the Committee only for as long as the non-MBCI member remains in the position for which the waiver was granted. That waiver does not apply to other openings for which the non-MBCI member or other Native American may have interest in or apply for. The Committee only has the right to approve or disapprove a waiver that has been requested by Executive

Branch supervisors, and had no right to direct that any specific applicant other than the one for which waiver is sought, be employed.

**IF INTERESTED, SEND APPLICATION TO:**

**Mississippi Band of Choctaw Indians  
Human Resources  
P.O. Box 6033 – Choctaw Branch  
Choctaw, Mississippi 39350**