



*****RE-ADVERTISEMENT*****

UNITED STATES DEPARTMENT OF THE INTERIOR
BUREAU OF INDIAN EDUCATION
Cheyenne-Eagle Butte School
Administration
P.O. Box 672
Eagle Butte, SD 57625



VACANCY ANNOUNCEMENT
THIS ANNOUNCEMENT MAY BE ACCESSED @ WWW.C-EB.COM

POSITION TITLE: School Kitchen Helper – Intermittent position

LOCATION: Cheyenne Eagle Butte School, Eagle Butte, SD

SALARY RANGE: Level 01/01 \$11.88 per hour

ANNOUNCEMENT NUMBER: 11-06-CEB

ISSUING DATE: 12-06-2011

CONTRACT INFORMATION: School Year Contract

CLOSING DATE: Open Until Filled

LIVING AND WORKING CONDITIONS: Government rental housing may be available.

INDIAN PREFERENCE POLICY: Preference in filling vacancies is given to qualified Indian candidates in accordance with the Indian Preference Act of 1934 (Title 25, USC, Section 472). Verification Form BIA-4432 must be submitted with the application if claiming Indian Preference. Indian preference eligible that are not currently employed in the Federal Service will be appointed under the Excepted Service Appointment Authority (Schedule A). Consideration will be given to Non-Indian applicants (status or reinstatable) in the absence of qualified Indian Preference eligible.

EQUAL OPPORTUNITY EMPLOYER: Within the scope of Indian preference, all candidates will receive consideration without regard to race, color, sex, age, religion, sexual orientation, national origin or other non-merit factors.

REASONABLE ACCOMMODATION LANGUAGE: This agency provides reasonable accommodation to applicants with disabilities. If you need reasonable accommodation for any part of the application and hiring process, please notify this agency. The decision in granting reasonable accommodation will be on a case-by-case basis.

STATEMENT OF DUTIES: This position assists school cooks by performing non-cooking and light cooking duties. This includes loading and putting away food deliveries, rotating stock, cleaning and sanitation of entire food service facility, loading and unloading dish washers, mixing chemicals for cleaning, setting up serving lines, preparing food items prior to cooking, washing pot and pans, serving food to students, monitoring students assisting in serving, monitoring students behaviors in the cafeteria, gathering and measuring ingredients prior to cooking, setting up condiments and simple cooking duties.

LEVEL OF RESPONSIBILITY: Cleans floors, tables, equipment and utensils. Unloads and stacks food delivery items, unloads and stores clean dishes, sets up serving line, refills condiments containers, prepares sack lunches, serves food. Makes sandwiches, cuts up salad items, retrieves food ingredients specified in menus and recipes, rotates food, and other supplies, measures chemicals for cleaning. Operates dishwashers, hand washes pots and pans. May supervise students assisting in any of these activities. May be assigned to monitor student behavior while in the cafeteria.

BASIC EDUCATION AND EXPERIENCE REQUIREMENTS: High school diploma or GED is required. Required to hold a Food Handlers Certificate (or equivalent authorization) valid for the state where employed. Must be able to follow written and oral instructions.

A valid state drivers license may be required for some positions and must be maintained when required.

PHYSICAL REQUIREMENTS: Applicant must be able to lift over 50 pounds and be in excellent physical condition. Good distant vision in one eye and ability to read without strain printed material the size of typewritten characters are required, glasses permitted. Ability to hear the conversational voice, with or without a hearing aid is required, except that some positions maybe suitable for persons who are blind or deaf. In most instances, an amputation of arm, hand, leg or foot will not disqualify an applicant for appointment, although it may be necessary that this condition be compensated by use of satisfactory prosthesis. In addition, applicants must have mental and emotional stability.

HOW TO APPLY: The following forms must be submitted in order to have a complete application:

1. Applicants may file using an OF-612, Application for Federal Employment, a resume or any other written format of the applicant's choice. In addition to the OF-612, applications, resumes or other written formats **MUST CONTAIN:** Job Announcement Number; Education; Work Experience (Position Title, Employment Dates, Salary); and Supervisor's name and telephone number. Also include information on other job qualifications and references. Application or resume must have original signature and current date.
http://www.opm.gov/forms/pdf_fill/of612.pdf
2. Form BIA 4432, Verification of Indian Preference for Employment, is required for claiming Indian Preference. The form must be completed by the appropriate official with the federally-recognized tribe where the applicant is enrolled as a member. No other form will be accepted.
3. College Transcript is required for verification/documentation that the Basic Qualification Requirements have been met.
4. Copy of most recent SF-50, Notification of Personnel Action, current or former Federal employees.
5. OF 306, Declaration for Federal Employment (Required).
6. Applicant Screening Questionnaire (Required).
7. High School diploma or GED required.
8. Copy of Valid Food Handlers Certificate (or equivalent authorization).

NOTE: Persons submitting incomplete applications will be given credit only for the information they provide. It is the applicant's responsibility to submit all required documentation in support of their application in order to receive full credit for their Veteran Preference determination, Indian Preference, education, training and/or experience. ADDITIONAL INFORMATION WILL NOT BE SOLICITED BY THIS OFFICE.

Applications become part of the official record and will not be duplicated or returned. This office WILL fax vacancy announcements AND accept telefaxed applications. Applicant's qualifications will be evaluated solely on the information submitted by them in their applications.

Applications and all accompanying documents must be received by the close of business (5:00 p.m. MST) on the closing date of the announcement. E-Mailed applications/resumes will **NOT** be accepted.

MAIL APPLICATIONS TO: Cheyenne-Eagle Butte School
Administration
P.O. Box 672
Eagle Butte, SD 57625

FOR ADDITIONAL INFORMATION: Contact Nickie Shepherd, Business Technician (HR) at (605) 964-8777