

**MAKAH TRIBE
POSITION DESCRIPTION**

JOB TITLE: Bus Driver/Assistant Cook

EXEMPT: No	JOB CODE: 5-SA T7
TARGET SALARY: \$11.38 to \$13.39/DOQ	SHIFT: Flex
PROGRAM: ECE	LOCATION: ECE
REPORTS TO: ECE Manager	

SUMMARY: Provide safe transportation to Head Start Children to and from the school and assist the cook in coordinating meals and nutrition education in the ECE program for up to 100 children, staff and volunteers.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Because of the Tribe's commitment to community service and the well-being of its members, each employee may be expected to perform a wide range of office and field duties from time to time. Such duties may or may not be related to their regular responsibilities.

Provide transportation services for Head Start Children to and from the facility, on field trips and emergency situations such as accidents, school closure due to power outages.

Coordinate with bus aide to implement safe riding habits during the transportation of children.

Assist the cook in daily meal preparations and the clean-up of kitchen and service area.

Wash and sanitize dishes, pots and pans.

Sweep and mop to ensure a sanitary and presentable environment on an ongoing basis.

Assist in maintaining the kitchen according to Head Start, USDA and Washington State safety, sanitation and health standards.

Document incident reports as they happen on the bus consistent with Head start requirements.

Responsible for reporting suspected child abuse and neglect cases as required by Tribal, State and Federal regulations to the immediate supervisor.

QUALIFICATIONS

EDUCATION and/or EXPERIENCE

High school diploma or general education degree (GED).

LANGUAGE SKILLS

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence.

MATHEMATICAL SKILLS

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.

REASONING ABILITY

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

CERTIFICATES, LICENSES, REGISTRATIONS

Must have a valid Washington state Drivers license with a Class "B" endorsement and insurable. Must be required to drive a Tribal GSA vehicle to perform job duties. If so, a driving history/background check will be conducted on the applicant.

Must have a current First Aid/CPR certification.

Must have a current Food Handlers permit.

This position is classified as sensitive Tribal position; therefore, applicant must authorize a background investigation in order to be considered for an interview.

OTHER SKILLS AND ABILITIES

Must have a strong desire and ability to work with young children, including special needs children.

Ability to speak to children in a calm and quite voice, and to display a level of patience that is acceptable in working with young children.

Ability to interpret, apply and report potential child abuse or at risk situations and follow protocol to ensure child safety as required by ICW, Tribal Laws and Federal Regulations.

Ability to maintain a high level of confidentiality.

Must have the ability to work in a high pace environmental with specific timelines for meal service.

Must submit to and clear a pre-employment alcohol and drug test.

PHYSICAL DEMANDS

While performing the duties of this job, the employee must occasionally lift and/or move up to 75 pounds.

WORK ENVIRONMENT

While performing the duties of this job, the employee is occasionally exposed to wet and/or humid conditions and outside weather conditions. The noise level in the work environment is usually moderate.

ACKNOWLEDGEMENT

This position description is intended to provide an overview of the requirements of the position. It is not necessarily inclusive and the position may require other essential and/or non-essential functions, tasks, duties, or responsibilities not listed herein. Management reserves the sole right to add, modify, or exclude any essential or non-essential requirement at any time with or without notice. Nothing in this position description, or by the completion of any requirement of the job by the employee, is intended to create a contract of employment of any type.

APPLICATION PROCESS:

Submit a Tribal Application for this position with supporting documentation to:

Makah Tribal Council
Human Resources
P.O. Box 115
71 Makah Bay Drive
Neah Bay, WA 98357
Fax: (360) 645-3123
E-mail: katherine.thompson@makah.com

OPEN: November 7, 2018
CLOSE: November 9, 2018

IT IS THE RESPONSIBILITY OF THE APPLICANT TO PROVIDE SUFFICIENT INFORMATION TO PROVE QUALIFICATIONS FOR TRIBAL POSITIONS.

PLEASE NOTE: If requirements are not met, i.e., submission of a resume in lieu of a Tribal application, or not including required certification, your application will not be reviewed and will be disqualified.

The Makah Tribal Council is an Equal Opportunity Employer and actively encourages applications from all persons regardless of race, color, religion, sex, age, national origin, marital status or ancestry, sexual orientation or sensory, mental, physical, or other non-disqualifying disability. Indian Preference will be applied to hiring of this position as defined in Title 25, U.S. Code, Chapter 14, Subchapter V, Sections 472 and 473.

