

## PERSONNEL



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Concho, OK 73022  
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### \*\*\*Vacancy Announcement\*\*\*

**Position:** Food Service Specialist II  
**Location:** George Hawkins Memorial Treatment Center, Clinton, OK  
**Department:** Substance Abuse Program – Dept. of Social Services  
**Issue Date:** August 9, 2022      **Closing Date:** Until Filled

#### **Duties and Responsibilities:**

Food Service Specialist II is under the supervision of the Administrative/Facility Operation Manager. The Food Service Specialist II is responsible for preparing and serving meals for our inpatient and residential facilities which will include up to sixteen (16) residents. At this level, employees will use items for cooking and baking; cutting and preparing meat, poultry, or fish; frying or roasting foods. Position is also responsible for the direction of others performing simple and routine duties involving the handling and serving food and maintaining a clean and sanitary work area. Duties include following a planned menu to provide for a balanced diet, preparation of all meals (breakfast, lunch, dinner), operate various kitchen equipment and supplies. Will post daily/weekly menus and plan purchasing for economy as well as good nutrition. He or she will work alongside the Food Service Specialist I, and will oversee any residents who are assigned kitchen duty in the kitchen and dining area. He or she will work with consulting dietitians or nutritionist when special diets are required for clients. He or she will be working 40 hours a week, that could include weekends. A meal is encouraged to be prepped in advance to avoid going over scheduled shift. A schedule will be posted and maintained. Will be required to respect the confidentiality of information about the current and previous patients that have entered program, along with personnel issues, and other program operations as appropriate. Must have the ability to function effectively in cross-cultural situations along with the ability to understand warmth, empathy, and genuineness with others. Must be able to communicate effectively verbally and in writing and must have the ability to work positively with residents and work cooperatively as a team member.

#### **Qualifications:**

- High School Diploma or GED Certification

- Must have a valid Oklahoma State Driver's License
- Experience in food preparation
- Leadership ability in the area of planning, organizing, and implementing program design.
- Must have adequate transportation
- Ability to pass background check and drug screen
- Must be able to work occasional weekends/holidays if needed
- Cheyenne & Arapaho Preference

**SALARY:** Negotiable, depending on qualifications and experience.

**APPLICATION PROCEDURE:** Submit Tribal Application, Resume, Transcripts, Diploma, Certifications, License and CDIB to:

Cheyenne-Arapaho Tribes of Oklahoma

**Personnel Department**

P.O. Box 167

Concho, OK 73022

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To view all our current vacancy announcements, please visit our website at: [www.cheyenneandarapaho-nsn.gov](http://www.cheyenneandarapaho-nsn.gov)