

**CONFEDERATED SALISH AND KOOTENAI TRIBES  
OF THE FLATHEAD NATION  
PO BOX 278  
PABLO MT 59855  
406-675-2700  
PERSONNEL OFFICE FAX: 406-675-2711  
WEBSITE ADDRESS: [csktribes.org](http://csktribes.org)  
E-mail: [shelley.grenier@cskt.org](mailto:shelley.grenier@cskt.org)**

**\*\*\*\*VACANCY ANNOUNCEMENT\*\*\*\***

**TITLE:** Assistant Cook/Custodian

**LOCATION:** Two Eagle River School - Pablo, MT –  
An alternative school serving Native American youth – grades  
8<sup>th</sup> thru 12<sup>th</sup>

**SALARY:** \$11.11 per hour

**CLOSING DATE:** Thursday, August 1<sup>st</sup>, 2019.

**SPECIAL CONDITIONS:**

**This is a Testing Designated Position (TDP) within the definition of the CSKT Drug Testing policy. The successful applicant, if not already employed by the Tribes must pass a pre-hire drug test and serve a mandatory six (6) month probationary period.**

**Kitchen Duties:**

Assist in preparing the school's breakfast, lunch, and snack programs to ensure that TERS students receive adequate nutritional, appetizing, and healthy meals; Maintain clean and safe kitchen environment; Responsible for everyday cleaning of kitchen area, for serving meals, stocking food and supplies, and for dishwashing; be available to prepare and serve school banquets, feasts, and dinners at after school events.

**Custodial Duties:**

Maintain clean and healthy school environment through general housekeeping of the school such as dusting; vacuuming; mopping floors; cleaning restrooms (sinks, toilets, urinals, floors, and mirrors); empty garbage's in offices, classrooms, kitchen, etc.; wash windows, walls, as necessary; maintain grounds by collecting litter on school grounds, remove snow and ice from pavement, parking lot, and sidewalks; and mow school lawns, maintain weed control, rake leaves, etc.; maintain clean gym, locker rooms, and athletic fields; assist in maintenance of all TERS materials, supplies, tools, and equipment in an orderly and usable condition; be available for extra-curricular activities and perform miscellaneous duties as assigned from time to time.

**QUALIFICATIONS:**

- High school diploma
- Have basic knowledge of BIA, Tribal, and State food preparation, sanitation and nutrition rules and regulations. Must have general cleaning skills and have knowledge of maintenance and cleaning supplies, materials, and equipment, mechanism, and be willing to learn health and safety requirements.
- Requires good health, must lift and load heavy objects, supplies, move and operate heavy machinery or cleaning equipment; must stoop, lift, climb; agility and strength a plus; must work in hectic environment. Must pass drug test, background check, fingerprinting (no violence against children or other individuals, no sexual abuse against children)
- Must be willing to promote a program of drug and alcohol free education
- Must be willing to be a team member of active staff and demonstrate cooperative behavior.
- Good interpersonal skills; experience working with Native American youth and/or knowledge of Native American culture a plus but not required

**SUBMIT:**

1. Completed Tribal employment application.
2. Completed supplemental questionnaire for background investigations.
3. Copy of relevant academic transcripts and training certificates.
4. Three (3) letters of reference.
5. Proof of enrollment from a federally recognized Tribe if other than CSKT.
6. If claiming veteran's preference, a copy of DD214 must be submitted.

**SUBMIT ALL OF THE ABOVE TO:** Cynthia Matt, Personnel Office, PO Box 278, Pablo MT 59855, Telephone 406-675-2700 Ext. 1043.

**FOR MORE INFORMATION:** Contact: Rodney Bird, Superintendent @ 406-675-2700 Ext. #2201.

## **ASSISTANT COOK/CUSTODIAN TWO EAGLE RIVER SCHOOL**

The successful applicant must possess a High school diploma. Have basic knowledge of BIA, Tribal, and State food preparation, sanitation and nutrition rules and regulations. Must have general cleaning skills and have knowledge of maintenance and cleaning supplies, materials, and equipment, mechanism, and be willing to learn health and safety requirements. Requires good health, must lift and load heavy objects, supplies, move and operate heavy machinery or cleaning equipment; must stoop, lift, climb; agility and strength a plus; must work in hectic environment. Must pass drug test, background check, fingerprinting (no violence against children or other individuals, no sexual abuse against children). Must be willing to promote a program of drug and alcohol free education. Must be willing to be a team member of active staff and demonstrate cooperative behavior. Good interpersonal skills; experience working with Native American youth and/or knowledge of Native American culture a plus but not required. All applicants must submit a completed Tribal employment application, a supplemental questionnaire for background investigations, a copy of relevant academic transcripts and training certificates, three (3) letters of reference, proof of enrollment from a federally recognized Tribe if other than CSKT and if claiming veteran's preference, a copy of DD214 must be submitted. **This is a Testing Designated Position (TDP) within the definition of the CSKT Drug Testing policy. The successful applicant, if not already employed by the Tribes must pass a pre-hire drug test and serve a mandatory six (6) month probationary period.** Salary is \$11.11 per hour. To apply, contact Personnel at 406-675-2700 Ext. #1043 for an application. Tribal applications are also available on-line at [csktribes.org](http://csktribes.org). This position will close on Thursday, August 1<sup>st</sup>, 2019.

### **CSKT IS A TRIBAL MEMBER PREFERENCE EMPLOYER**

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**PLEASE PUBLISH IN THE CHAR-KOOSTA NEWS ON:**

- 1. Thursday, July 18<sup>th</sup>, 2019.**
- 2. Thursday, July 25<sup>th</sup>, 2019.**

**BILL TO: TWO EAGLE RIVER SCHOOL  
P.O. BOX 160  
PABLO, MT 59855**

**If you have any questions, feel free to contact Shelley Grenier @ 406.675.2700, ext. 1042.  
E-mail: [shelley.grenier@cskt.org](mailto:shelley.grenier@cskt.org).**