

**Vacancy Announcement #17-125**

Position: Assistant Cook  
(Non-exempt)  
Salary: Grade Level 14/0  
(\$24,365 per annum)  
Program: Department of Corrections  
*Justice Center*  
Location: Pine Ridge, SD

Opening Date: November 6, 2017  
Closing Date: November 20, 2017

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**General Description of Duties:**

Prepare three cooked meals each day for each prisoner incarcerated at the OST Adult Offenders Facility. All food shall be prepared in an adequate quantity, which is nutritiously balanced. The Assistant Cook may work long irregular hours, weekends, and frequently changing shifts and assignments are subject to change without notice. The Assistant Cook works under the direct supervision of the Food Service Supervisor and all security and safety issues are governed by the Facility administrator and other ranking Correctional Staff.

**Specific Duties:**

1. Coordinates preparation of all daily meals for Correctional Facility.
2. Perform cooking tasks, supervises inmate workers (only when assisting in the kitchen) and maintains records.
3. Prepare morning, noon and evening meals to be fed to inmates.
4. Prepare evening snacks for the diabetics.
5. Maintain the kitchen in a neat and clean manner in accordance with department policy and applicable federal health standards.
6. Follow orders from the Correctional Officer or ranking officers during crisis situations or when there is a concern or breach regarding safety and security of the facility, public, staff or inmates.
7. Plan menus for inmate meals, taking into account food quantities, recipes, preparation times, serving instructions, nutrition's, health care requirements and visual appeal.
8. Abide by jail security requirements and practices.
9. Prepare meals to meet special dietary menus as directed by health care providers (doctor-dietician).
10. Keep appropriate records as established by department procedures.
11. Conduct daily inspection of kitchen.

12. Responsible for keeping their personal lives drug and alcohol free and maintain a high degree of professionalism and comply with the Code of Conduct, Ethics and General Code of Order.
13. May be called to duty in a crisis situation and/or weather conditions by the Food Service Supervisor, Lead Correctional Officer on duty, the Facility Administrator or Director of Corrections.

**Requirements and Knowledge:**

1. Must be able to pass the Food Handlers Course within six (6) months of hire.
2. Must be able to follow directions.
3. Must have the ability to exercise mature judgment and retain poise in pressure or crisis situations.
4. Must be professional at all times.
5. Must have no misdemeanor or convictions with the past year. Excluding minor traffic violations.
6. Must have never been convicted of a felony crime.
7. Must be able to pass a physical and medical examination due to medical or physical conditions that may interfere or prevent from performing duties required.

**Qualifications:**

1. Must have a High School diploma or GED.
2. Age limit 21 years or older.
3. Must possess a valid State Driver's License.
4. Must have no misdemeanor or convictions within the past year. Excluding minor traffic violations.
5. Must have never been convicted of a felony crime.

**How to Apply:**

Submit a complete OST Application for Employment to the OST Human Resource Department no later than 4:30 p.m. of the closing date. Mail in applications postmarked on the closing date will be accepted. Attach all pertinent documentation, i.e., copy of High School diploma or GED certificate, copy of official college transcripts and/or college degree, certificate of Indian Blood if claiming Indian Preference and DD214 if claiming Veteran's Preference. ***(INCOMPLETE APPLICATIONS WILL NOT BE CONSIDERED)***

**Notice:**

"Applicants tentatively selected for positions with the Oglala Sioux Tribe will be required to submit to screen for illegal drug use prior to appointment. Appointment to the positions will be contingent upon a negative drug test result."

**In accordance with OST Ordinance 90-12 and 91-01, record checks will be done on those individuals applying for positions requiring working with children.**