



# WHITE EARTH RESERVATION

**CHAIRMAN** Michael Fairbanks **SECRETARY-TREASURER** Michael LaRoque  
**DISTRICT I** Henry Fox **DISTRICT II** Eugene Sommers **DISTRICT III** Laura Erickson

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## JOB ANNOUNCEMENT

**Position:** Head Start Teacher Aide

**Location:** White Earth

**Pay:** \$19.07/hr.

**Benefits:** Full

**Open:** 04-28-25

**Close:** Until Filled

**Status:** Full Time

The White Earth Reservation Business Committee is seeking a qualified candidate to perform services to enhance the goals of the Head Start programs.

### Position Outcomes:

- Receive and prepare food for serving meals for Head Start to provide nutrition to the children and staff. Assist with preparing food items according to menus.
- Ready food items in appropriate containers and wash dishes upon return.
- Cook and reheat food items.
- Clean and organize eating and service areas in accordance with accepted guidelines.
- Clean all food preparation areas daily.
- Keep inventory of kitchen supplies.
- Put away supplies and materials in kitchen area daily.
- Assist with office duties, Operate paper shredder, preparation and set-up of files, sorting of paperwork and supplies.
- Help in classrooms, assist teaching staff with the children, prepare materials for student activities.
- Assist teaching staff with the children and prepare materials for student activities.

### Knowledge, Skills and Abilities:

- Knowledge of techniques and equipment for preparing food and storage/handling techniques.
- Knowledge of Mathematics.
- Knowledge of communication with others to convey information effectively.
- Skilled in Manual dexterity to manipulate or assemble objects in a commercial kitchen.

### Qualifications:

- High School Diploma or GED and experience working with children.
- Must be able to pass a criminal background check and drug screening.

Mail Applications to:

White Earth Reservation Business Committee  
Attention: Human Resources  
P.O. Box 418  
White Earth, MN 56591

Download applications at:

[www.whiteearth.com](http://www.whiteearth.com)

EEO with Native Preference

A Drug Free Workplace-Tests for alcohol and illegal drug use may be required prior to and during employment  
Background Checks performed