



WHITE EARTH RESERVATION

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

JOB ANNOUNCEMENT

Position: Head Start Teacher Aide

Location: White Earth

Pay: \$19.07/hr.

Benefits: Full

Open: 04-21-25

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

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