

SENECA-CAYUGA NATION

VACANCY ANNOUNCEMENT

The Seneca-Cayuga Nation is accepting applications for the below position.

In compliance with the Seneca Cayuga Nation, Tribal Government Office Employees Personnel Policy, before applicants are solicited from outside the Tribe, consideration shall be given to upgrading the existing staff according to the Tribe's Career Development Program. Applications will be received from prospective employees concurrently. To qualify for this position prospective applicants must submit a complete application for employment which addresses the applicant's ability to perform each of the below listed specific areas of responsibility, qualifications, and requirements, as well as the physical requirements for this position. Applications are available at 23701 South 655 Road, Grove, OK 74344 and online at www.sctribe.com. Resumes with completed applications may be submitted to Human Resources or online to clewis@sctribe.com.
Posted 10/17/2025 . Position Closes 10/31/2025.

Position Title: Cook

Department: Early Childhood

Immediate Supervisor: Center Site Manager

Position Supervised: None

General Statement of the Responsibility:

Prepare and deliver nutritious meals throughout the Early Childhood Department.

Specific Areas of Responsibility:

- Assemble food, dishes, utensils and supplies needed for timely meal preparation.
- Prepare high-quality nutritional food, in quantity.
- Follow program-implemented recipes.
- Orders food and supplies necessary to prepare the planned menu for the number of enrolled children and program staff.
- Prepare and sort food for meal preparation for each classroom.
- Adhere to sanitation and safety procedures prescribed for the Early Childhood Department, following all program, state, and federal health regulations.
- Assure that foods are kept out of the food danger zone and that kitchen areas are sanitary so that health standards are maintained.
- Wash dishes, pots, pans and utensils using approved sanitation methods.
- Return all items to their proper storage site.
- Complete routine maintenance of the kitchen and equipment, including weekly deep cleaning.
- Deliver meals from main kitchen to classroom kitchen as assigned.
- Order and pick up supplies as needed.
- Assist in receiving orders from vendors, insuring that proper items have been delivered.
- Assist with menu planning.
- Assist with food inventories as assigned.
- Report any needed equipment or kitchen repairs.
- Attend meetings and trainings as needed and required.
- Other duties as assigned by Center Site Manager.
- Helping out in the classrooms will be required in the event to keep the child to staff ratio in compliance or any other event that may occur.

Qualifications and Requirements:

- Current food handler's card or in the process of obtaining permit.
- Must have experience working with the CACFP.
- Strong experience working in a commercial kitchen.
- Must have experience working with children and will often help in the classrooms.

Knowledge, Skills and Abilities:

- Knowledge of culturally diverse populations and their needs.
- Keyboarding skills, computer literacy and familiarity with various applications such as word processing, email and internet.
- Ability to communicate information and ideas verbally and in writing, in a way that others will understand.
- Working knowledge of sanitation and safety procedures prescribed for large scale kitchen production.

- High level of daily repetitive motion with hands and arms in food preparation and delivery activities.
- Continuous standing and walking for most of an 8-hour work day.
- Occasional driving of agency vehicles for food delivery when assigned.
- Frequent daily bending and lifting of bulk foods, food bins and hot food caddies: bulk food items are lifted from the floor and weigh 10-100 lbs. each.
- Occasional loading on and off vehicles for delivery.
- Regular crouching occurs to retrieve items from lower shelves.
- Regular reaching occurs to retrieve utensils and food items from storage shelves and cupboards up to 8' high and from vehicle beds.

Certifications:

- Valid Driver's License and Insurance.
- Food Handler's card current or in the process of obtaining permit.
- Professional Development Ladder preferred and/or obtained within 90 days of employment.
- CPR/First Aid/AED certification within 30 days of employment.

Conditions of Employment:

The Seneca-Cayuga Nation of Oklahoma operates a drug-free workplace.

- Must submit to and pass applicable drug test.
- Must pass fingerprint and background investigations for suitability of character identified in accordance with the Indian Child Protection and Family Violence Prevention Act, and Child Care and Development Fund, 45 C.F.R. § 98.43(a)(2).
- Pay will vary depending on experience and credentials.

Tribal/Indian preference will be observed in the filling of this position.