



Little Big Horn College
 PO Box 370
 8645 South Weaver Drive
 Crow Agency, MT 59022
 PH: (406) 638-3100 FAX 638-3169

CHECKLIST

All applicants will need to provide the following information to complete their application. Applications are due by September 6, 2019 @ 5:00 PM. Late applicants will not be considered.

Position Applied for: **Food Service Assistant**

Applicant's Name: _____

- _____ Letter of application/signed (cover letter – If not signed, it will be deemed incomplete)
- _____ Current Resume
- _____ Transcript Required (Unofficial acceptable but need Official Transcript if selected)
- _____ Three letters of Reference (e-mail is acceptable/within deadline and signed)
- _____ KSA'S (Knowledge / Skills / Abilities) – Please answer questions and submit with application).
- _____ Indian Preference Form (If claimed, please submit CIB – Certificate of Indian Blood).
- _____ Consent to Release of Information
- _____ Drug Free workplace Form

Note: If applicant is in the top tier, an interview will be scheduled, applicant will be rated based upon application requirements and interview. If selected for position – a background check will be conducted, two forms of ID and a personnel file will be created along with other required documentation. A contract will be offered and filled out prior to start of work.

Below to be completed by LBHC Human Resources Office

_____ Complete _____ Incomplete _____ Date Submitted
 All applications MUST be submitted ONLY to either: Melodee Reed (front desk admin.) or Robin Vallie (Human Resources Director). If submitted through other personnel it must be reached either by Melodee Reed or Robin Vallie on the due date/time.

Mr. Robin Vallie
 Human Resources Director (406) 638-3148
 vallier@lbhc.edu

**LITTLE BIG HORN COLLEGE
JOB DESCRIPTION**

Part Time Position: Food Service Assistant
Department: Food Service Program
Supervisor: Dean of Student Services

Summary of the Position. Assist the Food Service Manager operate the LBHC Cafeteria, performs general cafeteria duties, and accounts for money collected for all programs. The Food Service manager will include overseeing the daily operations of the restaurant, performing administrative duties, maintaining the food inventory, as well as recording and depositing the cash and credit receipts. Will work 25-30 hours per week.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *Include the following. Other related duties may be assigned.*

- Assist in the preparation, serving, and clean-up of meals according to the requirements of state and federal guidelines. Maintains standards of dress, safety, personal grooming, and cleanliness.
- Keep records required by government agencies regarding sanitation, and food subsidies when appropriate.
- Assist the operation of LBHC Cafeteria by ordering all items sold, stocking shelves, maintaining an inventory of supplies, selling items, supervising student workers, and maintaining records for all sales. Assumes responsibility for collection, deposit, and account of money received and prepares daily deposit.
- Assist with the development, requests, and awards bids for food, supplies, and equipment use.
- Assist in the preparation of entrees, fruit dishes, and relish tray for lunch and the snack bar. Serves and prepares all food in the snack bar/cafeteria.
- Assist in the operation of all food preparation equipment in a safe manner. Washes and cleans equipment, food preparation areas and cafeteria tables, as needed, while maintaining the highest possible standards of sanitation.
- Assist in establishing a schedule and trains student helpers. Assist in the cooperation and communication with other College staff, parents, and students to promote a positive school climate.
- Assist in the operation of cash register and makes change. Shelves individual commercial cans of food and other foodstuffs and takes periodic inventory.
- Uses cleaning chemicals and supplies in accordance with specified safety protocols.
- Performs related work, as assigned.

QUALIFICATION REQUIREMENTS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

ABILITY: Ability to multi-task is essential and be able to communicate professionally with others.

KNOWLEDGE: Knowledge in health education, nutrition and health. Knowledge of production and process of raw materials, production processes, quality control, costs, and other techniques for maximizing the effective distribution of goods.

SKILLS: Must have good communication skills as this position will work with the public. Applicant must have good organizational skills for efficient records management. Must have knowledge in tools used such as cash registers, computer printers, Microsoft software programs, and Accounting software programs.

CERTIFICATES AND LICENSES:

First Aid Certificate must be acquired during the employee's probationary period.

Food Handler's certificate

PHYSICAL DEMANDS: The employee must regularly lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds.

EDUCATION AND/OR EXPERIENCE: High school diploma or general education degree (GED); Preferred: A.A. in Culinary Arts with two year's related experience and/or training; or equivalent combination of education and experience. Must attend employee Human Resources Personnel Policy orientation and complete employee personnel file documentation prior to start of work.

SALARY: Will be based on education, qualifications and experience.



Little Big Horn College
8645 S. Weaver Drive
P.O. Box 370
Crow Agency, MT 59022
Phone: (406) 638-3100
Fax: (406) 638-3169

INDIAN PREFERENCE

This position allows additional points to be given to the following Indian preference categories:

First Priority: Crow Tribal member.

Second Priority: Federally recognized tribal member legally married to a Crow Tribal member.

Third Priority: Any other outside federally recognized tribal member.

If you are claiming preference for any of the categories above, documentation must be provided for each priority:

First Priority: Must provide proof of enrollment.

Second Priority: Must provide proof of you and your spouse's enrollment.

Third Priority: Must provide proof of enrollment.

Please check one:

_____ Crow Tribal Member.

_____ Federally recognized tribal member legally married to a Crow Tribal Member.

_____ Any Other Outside Federally Recognized Tribal Member



Little Big Horn College
8645 S. Weaver Drive
P.O. Box 370
Crow Agency, Mt 59022
Phone: (406) 638-3100
Fax: (406) 638-3169

Drug Free Workplace Policy

Little Big Horn College hereby notifies all employees/students that the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited on the premises and within the boundaries of Little Big Horn College.

All employees/students are further notified that as a condition of employment/college enrollment you are required to abide by this policy.

Any employee/student convicted of any criminal statute occurring in the workplace shall be subject to termination by Little Big Horn College.

I, _____, have been given a copy of the Little Big Horn College Drug Free Workplace policy and understand the policy, conditions of employment/enrollment and penalties of said policy. I will abide by the terms of the Drug-free Workplace Policy and will notify Little Big Horn College of any criminal drug statute conviction for a violation occurring in the workplace no later than 5 days after such conviction. I am aware of available drug/alcohol counseling, rehabilitation, and employee/student assistance programs available in my community.

Employee Name

Date



Little Big Horn College
 8645 S. Weaver Drive
 P.O. Box 370
 Crow Agency, Mt 59022
 Phone: (406) 638-3100
 Fax: (406) 638-3169

Consent to Release of Information

I authorize any duly accredited representative of Little Big Horn College to verify any information I have listed on my resume with respect to previous employers, educational institutions, and character/personal references.

I understand that this authorization **does not include** the release of information from any lending institutions, medical institutions, hospitals, or health care professionals.

I further authorize any duly accredited representative of Little Big Horn College to request criminal record information about me from criminal justice agencies and the Department of Motor Vehicles for the sole purpose of determining my eligibility for the position of which I am applying.

Copies of this authorization that show my signature are as valid as the original release signed by me. This authorization is validated for initial period of not more than three months from the date signed and shall be limited to the sole purpose of obtaining information from the date signed and shall be limited to the sole purpose of obtaining information for the position of which I am applying.

 Signature

 Date

 Other Names Used

 Social Security Number

 Current Mailing Address

 Home Telephone Number