



UNITED STATES DEPARTMENT OF THE INTERIOR  
BUREAU OF INDIAN EDUCATION  
Human Resources Office  
1011 Indian School Road NW, Suite 150  
Albuquerque, NM 87104



## VACANCY ANNOUNCEMENT

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**POSITION TITLE & GRADE:** SCHOOL KITCHEN HELPER, CY-7408-01

**POSITION INFORMATION:** School Year Contract (Full-Time, Seasonal)

**SALARY RANGE:** \$12.94 to 21.24 per hour  
(BIE Education Pay Schedule: based on education & experience)

**LOCATION:** Department of Interior, Indian Affairs, Bureau of Indian Education  
San Felipe Elementary School, San Felipe Pueblo, NM

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**ANNOUNCEMENT NUMBER:** D20M12-2019-119 **ISSUING DATE:** 04/29/2019

**CLOSING DATE:** 05/20/2019

**CONSIDERATION AREA:** Area Wide

The Bureau of Indian Education's mission is to provide quality education opportunities from early childhood through life in accordance with the tribes' needs for cultural and economic well-being and in keeping with the wide diversity of Indian tribes and Alaska Native villages as distinct cultural and governmental entities.

### **JOIN US AS WE INSPIRE THE NEXT GENERATION!**

**INDIAN PREFERENCE POLICY:** Preference in filling vacancies is given to qualified Indian candidates in accordance with the Indian Preference Act of 1934 (Title 25, USC, Section 472). Verification Form BIA-4432 must be submitted with the application if claiming Indian Preference. Indian.

**EQUAL OPPORTUNITY EMPLOYER:** Within the scope of Indian preference, all candidates will receive consideration without regard to race, color, sex, age, religion, sexual orientation, national origin or other non-merit factors.

**REASONABLE ACCOMMODATION LANGUAGE:** This agency provides reasonable accommodation to applicants with disabilities. If you need reasonable accommodation for any part of the application and hiring process, please notify this agency. The decision in granting reasonable accommodation will be on a case-by-case basis.

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**STATEMENT OF DUTIES:**

This position assists school cooks by performing non-cooking and light cooking duties. This includes loading and putting away food deliveries, rotating stock, cleaning and sanitation of entire food service facility, loading and unloading dish washers, mixing chemicals for cleaning, setting up serving lines, preparing food items prior to cooking, washing pots and pans, serving food to students, monitoring students assisting in serving, monitoring students behavior in the cafeteria, gathering and measuring ingredients prior to cooking, setting up condiments, and simple cooking duties. Cleans floors, tables, equipment, and utensils. Unloads and stacks food delivery items, unloads and stores clean dishes, sets up serving line, refills condiments containers, prepares sack lunches, serves food. Makes sandwiches, cuts up salad items, retrieves food ingredients specified in menus and recipes, rotates food, and other supplies, measures chemicals for cleaning. Operates dishwashers, hand washes pots and pans. May supervise students assisting in any of these activities. May be assigned to monitor student behavior while in the cafeteria.

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**SUMMARY OF QUALIFICATIONS REQUIRED:** Refer to BIE Education Position Categories and Qualifications Handbook for additional qualification requirements and substitutions for education. Applicants *must meet* the qualification requirements contained in the BIE Education Position Category.

**BASIC EDUCATION AND EXPERIENCE REQUIREMENTS**

High School diploma or GED is required. Must have a valid food handler's certificate and a valid driver's license. Must be able to follow written and oral instructions.

**PHYSICAL REQUIREMENTS:**

Applicant must be able to lift over 50 pounds and be in excellent physical condition. Good distant vision in one eye and ability to read without strain printed material the size of typewritten characters are required, glasses permitted. Ability to hear the conversational voice, with or without a hearing aid, is required except that some positions may be suitable for persons who are blind or deaf. In most instances, an amputation of arm, hand, leg or foot will not disqualify an applicant for appointment, although it may be necessary that this condition be compensated by use of satisfactory prosthesis. In addition, applicants must have mental and emotional stability.

**BASIS OF RATING:** Once the announcement has closed, all applicants for this position will be rated and ranked based upon the extent and quality of their experience, training and/or education as reflected on their resume. The judgment of qualifications will be based on the material submitted; therefore, it is to the applicant's advantage to give complete and thorough information in a neat and orderly fashion. Qualifications and veteran's preference eligibility will be determined on the basis of information submitted.

**SPECIAL REFERENCE:**

- You must be a U.S. citizen to qualify for this position.
- Applicant is subject to a favorable background investigation. This is a Non-Critical, Moderate Risk Position subject to a favorable adjudicated background investigation.  
Subject to probationary period for equivalent to two (2) academic semesters, which may be extended.
- The incumbent is required to drive a motor vehicle to conduct business at field locations. A valid State driver's license is required. All applicants MUST submit a current GSA Form 3607, Motor Vehicle Operator's License and Driving Record in order to receive consideration. Incumbent must possess a valid State Driver's License.
- All male applicants born after December 31, 1959, will be required to complete the certification document to confirm their selective service status.
- Government Housing IS NOT available.
- Relocation Expenses WILL NOT be paid.

**NOTE: Persons submitting incomplete applications will be given credit only for the information they provide. It is the applicant's responsibility to submit all required documentation in support of their application in order to receive full credit for their Veteran Preference determination, Indian Preference, education, training and/or experience. ADDITIONAL INFORMATION WILL NOT BE SOLICITED BY THIS OFFICE.**

**Applications become part of the official record and will not be duplicated or returned. This office will accept telefaxed applications. Applicant's qualifications will be evaluated solely on the information submitted by them in their applications. Applications mailed using Government postage and/or envelopes are in violation of OPM and Postal Regulations and will not be considered. Emailed applications/resumes will NOT be accepted.**

**HOW TO APPLY:** Applicants must file a resume. The resume must include Vacancy Announcement No., Job Title, Duties and accomplishments, Employer's name and address, supervisors name and phone number, starting and ending dates (month and year), hours per week, and salary to ensure optimum consideration. The following forms listed with an \* must be submitted in order to be considered for the position.

1. \*Resume **MUST CONTAIN:** Vacancy Announcement No., Job Title, Duties and accomplishments, Employer's name and address, supervisors name and phone number, starting and ending dates (month and year), hours per week, and salary. Complete names and telephone numbers of three (3) former employers and three (3) personal references. List people who are not related to you and who know you will on a personal basis and know your qualifications and fitness for the kind of job for which you applying
2. \*College Transcript is required for verification/documentation and for pay purposes (If selected, applicant must provide Official College Transcripts, if applicable). Copy of High School Diploma or equivalent.
3. \*Copy of Valid Food Handler's Permit.
4. \*Form BIA 4432, Verification of Indian Preference for Employment, is required for claiming Indian Preference. The form must be completed by the appropriate official with the federally-recognized tribe where the applicant is enrolled as a member. No other form will be accepted.
5. \*Copy of most recent SF-50, Notification of Personnel Action, current or former Federal employees.
6. \*Applicant Screening Questionnaire, Indian Child Protection Requirement Form, must contain original signature and date. This position is covered by P.L. 101-647, Indian Children Protection Requirements, and persons convicted of crimes enumerated in the law are not eligible for the position.
7. \*Form GSA 3607, Motor Vehicle Operator's License and Driving Record, available at <http://www.gsa.gov/portal/forms/download/117026> (USE NONFILLABLE PDF VERSION).

**MAILING ADDRESS:**

Bureau of Indian Education  
Attn: Laura Ike  
1011 Indian School Road, Suite 150  
Albuquerque, NM 87104

**FAX APPLICATIONS TO:**

(505) 569-5905

**FOR ADDITIONAL INFORMATION:**

CONTACT: Laura Ike

**TELEPHONE:**

(505) 563-5314

**Applications and all accompanying documents must be received by the close of business (5:00 p.m. MST) on the closing date of the announcement.**

**For VERIFICATION of our receipt of your application-resume, please contact:  
Angel Valencia, Business Manager, (505) 867-336, ext. 509**

**Applicant Screening Questionnaire  
Indian Children Protection Requirements**

Name: \_\_\_\_\_ Social Security Number: \_\_\_\_\_  
(Please print)

Job Title: School Kitchen Helper Announcement No: D20M12-2019-119

**Notification Requirements**

Section 231 of the Crime Control Act of 1990, Public Law 101-647 (codified in 42 United States Code § 13041), requires that employment applications for Federal child care positions have applicants sign a receipt of notice that a criminal record check will be conducted as a condition of employment. Further, it is required to ask the following:

Have you ever been arrested for or charged with a crime involving a child?

Yes [If "yes," provide the date, explanation of the violation, disposition of the arrest(s) or charge(s), place of occurrence, and the name and address of the police department or court involved.]

No

Section 408 of the Miscellaneous Indian Legislation, Public Law 101-630 (codified in 25 United States Code § 3207), requires a criminal history records check as a condition of employment for positions in the Department of Interior that involve regular contact with or control over Indian children. Further, it is required to ask the following:

Have you ever been arrested, found guilty of, or entered a plea of nolo contendere (no contest) or guilty to, any felonious offense, or any of two or more misdemeanor offenses under Federal, State, or tribal law involving crimes of violence; sexual assault, molestation, exploitation, contact or prostitution; crimes against persons; or offenses committed against children?

Yes [If "yes," provide the date, explanation of the violation, disposition of the arrest(s) or charge(s), place of occurrence, and the name and address of the police department or court involved.]

No

I certify that my response to the above questions is made under Federal penalty of perjury, which is punishable by fine or imprisonment, and that I have received notice that a criminal history records check will be conducted and is a condition of employment. I understand my right to obtain a copy of any criminal history report made available to the Bureau of Indian Education and my rights to challenge the accuracy and completeness of any information contained in the report.

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date