



UNITED STATES DEPARTMENT OF THE INTERIOR
BUREAU OF INDIAN EDUCATION
Pine Ridge School
PO Box 1202
Pine Ridge, SD 57770

VACANCY ANNOUNCEMENT

POSITION TITLE AND GRADE:	SCHOOL COOK, CY-7404-02
POSITION INFORMATION:	School Year Contract
SALARY RANGE:	\$18.96 TO \$26.94 per hour (BIE Education Pay Schedule: based on education and experience.)
LOCATION:	Department of Interior, Bureau of Indian Education, Phoenix Education Resource Center-BOS Pine Ridge School, Pine Ridge, SD
ANNOUNCEMENT NUMBER:	20-06-PRS
ISSUING DATE:	03/09/2020
CLOSING DATE:	03/31/2020

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.

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STATEMENT OF DUTIES:

The School Cook follows a pre-established menu, using expertise to substitute items as necessary. Cooks are required to order food on a regularly scheduled basis, using established procedures. They prepare monthly and other required reports, including report for reimbursement under the USDA school breakfast and school lunch programs and maintains supporting documentation as required. The work includes responsibility for assuring that meals, sack lunches and special meals for sick students meet nutritional or other specified requirements. Cooks are responsible for assuring that the school kitchen is in compliance with applicable tribal, state and/or federal health and safety requirements. Responsible for serving food, washing dishes and kitchen utensils, unloading and storing food supplies, taking inventory, and cleaning up of kitchen facilities. Proper supervision of students eating and assisting in the cafeteria is also required of the cooks.

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 preference eligible that

are not currently employed in the Federal Service will be appointed under the Excepted Service Appointment Authority (Schedule A). Consideration will be given to Non-Indian applicants in the absence of qualified Indian Preference eligible.

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.

SUMMARY OF QUALIFICATIONS REQUIRED:

Refer to BIE Job Category Standards for additional qualification requirements and substitutions for education. Applicants must meet the qualification requirements contained in the BIE Job Category Standard.

BASIC EDUCATION AND EXPERIENCE REQUIREMENTS:

High School diploma or GED and one year related experience is required. Successful completion of a one-year (two semesters) or longer full time training program in food service management may be substituted for the years' experience. School cooks must possess and maintain a valid food handler's certificate. All applicants must demonstrate the ability to follow written and oral instructions.

CONDITIONS OF EMPLOYMENT:

A valid State Driver's license is a prerequisite, if the position requires operation of a motor vehicle in performance of work. A valid State Driver's license must be maintained as a condition of employment; failure to do so may result in removal from the position.

An annual physical examination is required. Incumbent may be required to wear personal protective equipment as necessary.

PHYSICAL REQUIREMENTS:

School Cooks 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.

Occasionally, incumbent may be required to travel for training purposes or attend meetings from the duty station.

BASIS OF RATING:

Once the announcement has closed, all applicants for this position will be rated based upon the extent and quality of their experience, training and/or education as reflected on their resume. The judgement of qualification will be based on materials submitted, therefore, it is the applicants' advantage to give complete thorough and complete information in a neat and orderly fashion.

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 a probationary period for equivalent to two (2) academic semesters, which may be extended.
- A pre-employment physical examination will be required.
- Negative drug test validation is required.
- 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. (For Bus Drivers Positions Only)
- 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 Indian Preference, education, training and/or experience. ADDITIONAL INFORMATION WILL NOT BE SOLICITED BY THIS OFFICE.

HOW TO APPLY:

Applicants must submit a resume. The following forms listed with an * must be submitted in order to be considered for the position.

1. Applicants must submit a resume or any other written format of the applicant's choice. Your resume **MUST CONTAIN** the following:
 - a. Vacancy Announcement Number
 - b. Job Title
 - c. Duties and Accomplishments
 - d. Employer's name and address
 - e. Supervisors name and phone number
 - f. Starting and ending date (month and year)
 - g. Hours per week
 - h. Salary
2. Complete names and telephone numbers of Employer references (must be within the past 5 years) and three (3) personal references. List people who are not related to you

and who know you well on a personal basis and know your qualifications and fitness for the kind of job for which you are applying.

3. College Transcript is required for verification/documentation ad for pay purposes. (If selected, applicant **must provide Official College Transcripts.**
4. Copy of Valid State Driver's License or Commercial Driver's License.
5. 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.
6. Copy of most recent SF-50, Notification of personnel Action, current or former Federal employees.
7. 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. (2019 version)
<https://bie.edu/cs/groups/xbie/documents/text/idc2-104343.pdf>
8. Form GSA 3607, Motor Vehicle Operator's License and Driving Record, available at: <https://www.gsa.gov/portal/forms/download/117026> , (**USE NONFILLABLE PDF VERSION**). Optional during the application process; however, selectee will be required to submit as part of the pre-appointment process.

Applicant's qualifications will be evaluated solely on the information submitted by them in their applications.

- Applications become part of the official record and will not be duplicated or returned.
- This office will accept telefaxed applications.
- Applications mailed using Government postage and/or envelopes are in violation of OPM and postal regulations and not be considered.
- E-mailed applications/resumes will NOT be accepted.

Applications and all accompanying documents **must be received by** the close of business (4:30 pm MST) on the closing date of the announcement.

SCHOOL MAILING ADDRESS: Pine Ridge School
P.O. Box 1202
Pine Ridge, SD 57770

FAX SIGNED AND DATED
APPLICATIONS TO: (605) 867-5482

FOR INFORMATION CONTACT: Michael Carlow, Principal
PHONE NUMBER: (605) 867-5198

For VERIFICATION of our receipt of your application-resume, please contact:
Helena WhiteEyes; Business Technician/Personnel (605)867-5198