



TRIBAL PERSONNEL DEPARTMENT

JOB ANNOUNCEMENT

JOB TITLE: **Day Care Program Aide (Part time)**
SUPERVISOR: Daycare Director
LOCATION: Daycare Program
POST DATE: **September 26, 2024**
CLOSING DATE: **October 10, 2024**

General Description: The primary responsibility of this position is to assist, prepare, and serve meals and snacks to Day Care children; and assist daycare staff as needed.

Qualifications: **High School Diploma or equivalent is required. Must complete safe food handling and nutrition course upon hire.**

Salary: \$15.00-\$17.00/hr.

How to Apply: Submit your application for employment, and notarized release of information form by the deadline. Applications and detailed job descriptions can be located on our website www.ldftribe.com or are available at the William Wildcat Tribal Center in the Human Resources Department. Please submit your application materials to:

Human Resources Department
P.O. Box 67
Lac du Flambeau, WI 54538
715-588-3303
Email: hr@ldftribe.com

Native American preference will be applied to hiring of this position as defined in Title 25, U.S. Code, Chapter 14, Subchapter V, subsection 273 & 274. We are an equal opportunity employer with preference given to qualified Native American applicants in accordance with federal law and tribal policy.

**Lac du Flambeau Band of Lake Superior Chippewa Indians
Nonexempt Position Description**

A. TITLE OF POSITION: Day Care Program Aide

B. DEPARTMENT: Little Dreams Day Care

C. SUPERVISOR'S TITLE: Day Care Director

D. DESCRIPTION OF DUTIES: The primary responsibility of this position is to assist, prepare, and serve meals and snacks to Day Care Children, and assist Day Care staff as needed. Specific responsibilities include but are not limited to the following:

1. Prepare, serve, cleanup for breakfast, lunch and snacks.
2. Plan menus and have awareness of food allergies and alternatives. Coordinate with Director to identify acceptable substitutions and adaptations to meet special needs and provide as necessary.
3. Maintain a safe and sanitary environment in the kitchen. Wash dishes using appropriate sanitation methods.
4. When appropriate, participate in food service and nutritional activities in the classroom. Participate in staff meetings when required.
5. Ensure all staff follows established foodservice standards and guidelines.
6. Maintain kitchen equipment in good working condition; inform Director of problems with kitchen equipment that may require maintenance.
7. Perform various cleaning tasks, including preparing dishwasher, cleaning, and washing all trays, tables, counters, dishes, silverware, pots and pans.
8. Launders day care blankets, clothing, towels, etc.
9. Pick up food/supplies.
10. Ensure proper food storage.
11. Assist Day Care staff as needed.
12. Other duties as assigned.

E. POSITION RELATIONSHIPS:

1. **Internal:** Daily contact with Day Care children, parents, and staff.
2. **External:** Contact with general public.

F. SUPERVISORY RESPONSIBILITIES: None

G. SUPERVISION RECEIVED: Day Care Director

H. EDUCATION: High School Diploma or equivalent is required.

I. EXPERIENCE: Safe Food Handling and Nutrition course upon hire. CPR certification required upon hire.

