



UNITED STATES DEPARTMENT OF THE INTERIOR
BUREAU OF INDIAN EDUCATION
Albuquerque Education Resource Center
San Felipe Pueblo Elementary School
P O Box 4343
San Felipe Pueblo Elementary School 87001



VACANCY ANNOUNCEMENT

POSITION TITLE & GRADE: School Cook (Supervisor), CY-7404-02

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

SALARY RANGE: \$18.52 to 26.32 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

ANNOUNCEMENT NUMBER: D20M12-19-013 **ISSUING DATE:** 09/11/2019

CONSIDERATION AREA: Area Wide **CLOSING DATE:** 09/30/2019

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.

STATEMENT OF DUTIES:

The School Cook (Supervisor) prepares and cooks a variety of meals, vegetables, bread items, desserts and accompanying items for consumption by students in a school cafeteria. Develops or follows a pre-established menu, using expertise to substitute items as necessary. Orders food on a regularly scheduled basis, using established procedures. Prepares monthly and other required reports, including reports for reimbursement under the USDA school breakfast and school lunch programs and maintains supporting documentation as required. Must have computer skills to accomplish the reporting for reimbursement to the State Nutrition Program. Responsible for assuring that meals, sack lunches and special meals for sick students meet nutritional or other specified requirements. Prepares special food items for banquets, field trips, school picnics, and parties. Responsible for assuring that the kitchen is in compliance with applicable tribal, state and/or federal health and safety requirements. Responsible for serving food, washing and sanitizing of dishes and kitchen utensils/appliances, unloading and storing food supplies, taking/dating inventory, and cleaning up of kitchen facilities. Responsible for supervision of students eating and assisting in the cafeteria. School Cook (Supervisor) will also be responsible for supervising three (3) cafeteria staff.

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 and one year related experience is required. Successful completion of a one-year (two-semester) or longer full-time training program in food service management may be required. Must have a valid food handler's certificate and a valid driver's license

PHYSICAL REQUIREMENTS:

Applicant must be able to lift over 50 pounds. 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.

SUITABILITY & CLEARANCE REQUIREMENTS:

A background security investigation is required. Appointment is subject to the successful completion of the security investigation and favorable adjudication. Failure to meet these requirements will be grounds for termination.

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 three full consecutive contract appointments **or** 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 required.
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).

SCHOOL MAILING ADDRESS:

Bureau of Indian Education
Attn: Angel Valencia
San Felipe Pueblo Elementary School
P O Box 4343
San Felipe Pueblo, NM 87001

FAX APPLICATIONS TO:

(505) 867-6253

FOR ADDITIONAL INFORMATION:

CONTACT: Angel Valencia

TELEPHONE:

(505) 867-3364 ext. 509

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 Cook (Supervisor) Announcement No: D20M12-19-013

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