UNITED STATES DEPARTMENT OF THE INTERIOR
BUREAU OF INDIAN EDUCATION
Riverside Indian School
101 Riverside Drive
Anadarko, Oklahoma 73005

VACANCY ANNOUNCEMENT

POSITION TITLE AND GRADE: Food Service Manager, CY-7404-03

POSITION INFORMATION: School Year Contract (Full Time)

SALARY RANGE: $20.72 TO $32.96 per hour (BIE Education Pay Schedule: based on education and experience.)

LOCATION: Department of the Interior Bureau of Indian Education Oklahoma Area Education Office Riverside Indian School, Anadarko, Oklahoma

ANNOUNCEMENT NUMBER: RIS-20-002

ISSUING DATE: May 12, 2020

CLOSING DATE: May 26, 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 Food Service Manager is responsible for the daily operations of a full service school cafeteria that prepare and serve breakfast, lunch, and dinner meals for consumption by students in accordance with Federal guidelines and school policies and procedures. These positions exercise technical and supervisory responsibilities for the work of five or more employees with three of them as cooks. Food Service Managers are responsible and accountable for all of the management and administrative functions of operating the cafeteria business, including human resources, program planning and reporting, coordination of program activities and issues with other programs and departments as necessary, efficient and effective operations, budget and finance, contract administration, property and supply management. They are responsible for the inventory and ordering of food, equipment, and supplies and arrange for routine maintenance and upkeep of the cafeteria, its equipment, and facilities. They are responsible for ensuring that the monthly and other required reports, including reports for reimbursement under the USDA school breakfast and school lunch programs are prepared and submitted as scheduled. Managers are responsible for assuring that the school cafeteria is in compliance with applicable tribal, state, and/or federal health and
safety requirements. In addition to supervisory and managerial responsibilities, the incumbent is a working manager, which requires performance of the duties of a school cook as necessary.

**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:**
Bachelors of Arts Degree in Restaurant Management from an accredited College or University is fully qualifying for the position. Associate Degree or 60 college semester hours in food service management or culinary arts and two years related experience; OR High School or GED diploma and five years related experience [Successful completion of a one-year (two semesters) training program/trade school in food service or cooking may be substituted for one year’s experience basis].

**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.

Food Service Manager must possess and maintain a valid food handler’s certificate as a condition of employment; failure to do so may result in removal from the position.

An annual physical examination is required. Incumbents may be required to wear personal protective equipment as necessary.
PHYSICAL REQUIREMENTS:
Food Service Manager 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, incumbent 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.
- 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 Indian Preference, education, training and/or experience. ADDITIONAL INFORMATION WILL NOT BE SOLICITED BY THIS OFFICE.
HOW TO APPLY: To apply for this position, submit a complete Application Package which includes:

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
   i. High School Graduation/GED information. Month and year graduated or date GED received plus name/location to include city and state.
   j. Complete names and telephone numbers of 3 professional/employer references (must be within the past 5 years). List people who are not related to you and who know your qualifications and fitness for the kind of job for which you are applying.

2. Copy of Valid State Driver’s License (REQUIRED)

3. 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 (REQUIRED)

Other supporting documents:

1. 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.

2. OF-306, Declaration of Federal Employment can be located at https://www.opm.gov/forms/pdf_fill/of0306.pdf (will be required upon selection)

3. Indian Child Protection Requirement Form, must contain original signature and date (will be required upon selection). 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

4. Copy of Official College Transcripts can be submitted as verification of post-secondary education. (If selected, applicant must provide Official College Transcripts for final pay setting.)

5. 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.

6. Copy of most recent SF-50, Notification of personnel Action, for current or former Federal employees to indicate prior Federal service and/or highest previous rate.

7. DD214 (member copy 4) for consideration of service credit for leave purposes.
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 CST) on the closing date of the announcement.

SCHOOL MAILING ADDRESS:  Bureau of Indian Education
                                Riverside Indian School
                                101 Riverside Drive
                                Anadarko, OK  73005

FAX SIGNED AND DATED
APPLICATIONS TO:  (405) 247-5529

FOR INFORMATION CONTACT:  Misty Washington, Human Resources Clerk
                              (405) 247-8043, Ext. 275

For VERIFICATION of our receipt of your application-resume, please contact:
Misty Washington, Human Resources Clerk (405) 247-8043, Ext. 275