



QUECHAN INDIAN TRIBE

Ft. Yuma Indian Reservation

HUMAN RESOURCES DEPARTMENT

P.O. Box 1899 • Yuma, Arizona 85366-1899

Phone (928) 977-2727

Fax (760) 572-2961

POSITION DESCRIPTION

Position: Assistant Cook

Salary: \$18.00 per hour Non-exempt

Quechan Head Start - Work Year: 10.5 Months/35 hours per week

Opening: Monday, April 20, 2026

Closing: Friday, May 1, 2026

BASIC FUNCTION:

The Assistant Cook reports to the Head Start Program Manager and works under the direct supervision of the Head Cook. The Assistant Cook is responsible for assisting the Head Cook to prepare nutritional breakfast and lunch for all children enrolled in the CACFP Program. Assist in the completion of necessary documentation required by the program. Assist in the cleaning and stocking of the kitchen. The Assistant Cook assumes the responsibility of the Head Cook when absent.

DUTIES & RESPONSIBILITIES:

- Assists the Head Cook to complete all the daily work needed to plan, prepare, cook and provide nutritional meals and snacks following planned menus.
- Assist in maintaining all necessary documentation for CACFP.
- Assists the Head Cook to clean and maintain the kitchen facility, cafeteria, pantry, and food preparation area, supply storage area and restrooms in accordance with safety and sanitary standards.
- Participates in scheduled nutrition training sessions that may require out of area travel to continue work growth and development.
- Ensures that food and other supplies are unpacked and appropriately stored upon delivery.
- May assume the duties and responsibilities of Head Cook in special circumstances.
- Assures compliance with annual Environmental Inspections conducted by the Indian Health Service and the State of California.
- Maintains confidentiality concerning center children, families and staff and uses practices to assure confidentiality.
- Random drug testing.
- Other related duties as assigned.

QUALIFICATIONS:

- Must possess a High School Diploma or GED.
- Must be punctual, dependable and not have a record of excessive work absences and be able to work without constant supervision.
- Enjoy being around and working with young children and ability to relate well to parents, staff and the public.
- Must be healthy, have a yearly physical exam, including TB skin test, keep good personal hygiene and able to obtain and maintain certification in CPR, First Aid and Food Handlers and Food Managers certification.
- Must be able to lift approximately 40 lbs., and able to keep up with the physical and mental demands of the job.
- Must be neat in appearance, dress appropriately for the job, must use hair restraints daily.
- Must be willing to work varied hours and days, as necessary, to meet the needs of eligible children and families.
- Must have valid Driver's License and be insurable through the Tribe 's Insurance.
- Must be able to obtain a Fingerprint Clearance Card.

FOR MORE INFORMATION AND TO APPLY:

Online application available at www.quechantribe.com or pick up at:

**Quechan Indian Tribe
Human Resource Department
1888 San Pasqual School Road
Winterhaven, CA 92283
Telephone: (928)977-2727
Fax: (760) 572-2961**

**Mailing Address:
P. O. Box 1899
Yuma, AZ 85366**

(All resumes must be accompanied by a Tribal Application)

For further questions or to return an application electronically please e-mail us at

hadminsassistant@quechantribe.com

Preference in filling vacancies is given to qualified Indian Candidates in accordance with the Indian Preference Act (Title 25, U.S. Code, Sections 472 & 473). Applicants claiming Native American Preference must present valid evidence of Tribal Affiliation. In other than the above, the Quechan Tribe is an Equal Opportunity Employer. The Quechan Tribe adheres to the Drug-Free Workplace Act of 1988. Selected applicants **must** pass a pre-employment Alcohol/Drug screening and Background Check.