

Vacancy Announcement



CANKDESKA CIKANA
COMMUNITY COLLEGE

Spirit Lake Tribe

Position Title: Kitchen Assistant (Part-time)

Salary: \$16.00/hour + DOQ

Supervisor: Head Start Assistant Director

Opening Date: April 13, 2026

Closing Date: Until Filled

POSITION SUMMARY: The Kitchen Assistant supports the Kitchen Coordinator in all aspects of the food service program for CCCC Head Start. This role helps ensure that meals and snacks are prepared and served on time, in compliance with USDA Child and Adult Care Food Program (CACFP) guidelines, state regulations, and Head Start Program Performance Standards. The Kitchen Assistant's primary duties include cleaning, dishwashing, food prep support, and maintaining a safe and sanitary kitchen environment. Reliability and consistent attendance are essential to this position, as it directly supports daily operations for 128 center-based children and program staff.

QUALIFICATIONS:

- HS Diploma or GED
- Prior experience in food service and dishwashing is helpful but not required.
- Knowledge of basic food safety and sanitation practices (training provided if needed).
- Ability to lift up to 50 pounds and stand for extended periods.
- Strong attendance, reliability, and teamwork required.

SUMMARY OF JOB DUTIES & RESPONSIBILITIES:

- Assist with daily preparation and delivery of breakfast, lunch, and snacks following CACFP requirements.
- Wash dishes, utensils, and kitchen equipment thoroughly, ensuring proper sanitation and storage.
- Clean kitchen areas, including counters, sinks, floors, and storage spaces, maintaining compliance with sanitation and safety standards.
- Support food prep tasks such as washing produce, portioning food, and assembling snack trays under the direction of the Kitchen Coordinator.
- Help with receiving, unpacking, and storing food and supplies in proper areas, following stock rotation procedures.
- Maintain accurate labeling of food items and assist with temperature logs when needed.
- Follow all food safety and hygiene protocols, including handwashing, glove use, and proper handling of food.
- Communicate effectively with the Kitchen Coordinator and other staff, demonstrating professionalism, teamwork, and reliability.
- Participate in required food safety and program training.
- Provide support during program events, nutrition activities, or family engagement opportunities as requested.
- Perform other related duties as assigned to ensure smooth food service operations.

GENERAL INFORMATION: A complete application shall consist of cover letter, current curriculum vitae or resume, CCCC Application for Employment, three reference letters or list three references of individuals familiar with your preparation/experience, and copy of unofficial college transcripts (*Official copy required if hired*). Persons claiming Indian and/or Veteran Preference must provide proof with application. **Incomplete applications will not be considered.** Applications should be submitted to: Human Resource Office, Cankdeska Cikana Community College, PO Box 269, Fort Totten, ND 58335. For more information, please call 701.766.1309 or visit our website at www.littlehoop.edu.

Contact: Human Resource Office 701-766-1309

4/13/2026

Submit Resume/Application with supporting documents to vanessa.thomas@littlehoop.edu

Visit our website www.littlehoop.edu for an online application

