

Vacancy Announcement



CANKDESKA CIKANA
COMMUNITY COLLEGE

Spirit Lake Tribe

Position Title: Kitchen Coordinator

Annual Salary: \$37,440 - \$43,680 (DOQ) **Supervisor:** Head Start Assistant Director

Opening Date: May 1, 2026

Closing Date: Until Filled

POSITION SUMMARY: The Kitchen Coordinator is responsible for overseeing all aspects of the food service program for CCCC Head Start, which provides daily meals and snacks to 128 center-based children and program staff. This role ensures meals are prepared on schedule, meet USDA Child and Adult Care Food Program (CACFP) guidelines, and comply with all state, federal, and Head Start Program Performance Standards. The Kitchen Coordinator supervises kitchen staff, manages food purchasing and inventory, and maintains high standards of food safety and sanitation. This individual collaborates with program staff, including education, health, and family services, to ensure the nutritional and dietary needs of all children are met.

QUALIFICATIONS:

- HS Diploma/GED, Culinary or Dietary degree.
- Preference given to food service experience working in school or medical facility.
- Knowledge of basic food safety, guidelines, and sanitation practices (training provided if needed).
- Must maintain CPR and First Aid certification.
- Ability to lift 50lbs.

SUMMARY OF JOB DUTIES & RESPONSIBILITIES:

- Oversee daily preparation and timely delivery of breakfast, lunch, and snacks in accordance with CACFP requirements.
- Ensure menus are developed and approved in consultation with a Registered Dietician and accommodate cultural preferences where possible.
- Provide safe and appropriate alternatives for children with food allergies, dietary restrictions, or special nutrition needs.
- Direct, schedule, and supervise kitchen staff, providing training and ongoing support.
- Model professionalism, reliability, and teamwork, ensuring staff maintain positive communication and attendance standards.
- Conduct regular staff meetings and provide input for staff performance evaluations.
- Ensure compliance with North Dakota Department of Health food safety regulations, USDA CACFP requirements, and Head Start Program Performance Standards.
- Monitor kitchen operations for adherence to sanitation, storage, and food handling protocols (e.g., proper labeling, temperature logs, handwashing procedures).
- Maintain all required documentation, including production records, food safety logs, and allergy/meal modification forms.
- Order food, beverages, and kitchen supplies in a cost-effective and timely manner, preventing shortages and minimizing waste.
- Track inventory, rotate stock, and ensure secure and proper storage of food items.
- Maintain positive relationships with vendors.
- Work closely with education, health, and family service staff to support child nutrition and family engagement activities.
- Participate in program events, health/nutrition education activities, and family engagement opportunities as needed.
- Stay current with training requirements in food safety, CACFP regulations, and Head Start policies.
- 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

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

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

5/1/2026

