Dear Applicant:

Thank you for your interest in employment at Little Big Horn College. Please submit in one application the **required** following documentation:

- _____ A letter of application stating the position for which you are applying.
- _____ A current resume. A search committee will review your work experience.
- _____ Original or copy of original transcript(s) for each educational institution you have listed on your resume. If you are hired for this position, an original/certified transcript(s) will be required within the initial probationary period.
- _____ Three letters of recommendation. The search committee reviews these letters.
- _____ If you are claiming proof of Crow or Indian Preference, please fill out the Crow/Indian preference form and submit proof of verification.
- _____ Complete the KSA’S attached to the job description. Your answers are carefully reviewed and rated by a search committee.
- _____ Consent to Release of Information form and the Drug free workplace form.

This position shall be open until filled with a priority deadline for **Friday, June 8, 2012** at 5:00 pm. **Incomplete or late applications will not be considered.** Faxed or mailed resumes or emailed to (stewartn@lbhc.edu), letters, and transcripts are acceptable provided they are submitted by the due date, however, a hard copy of these documents must be post marked by the deadline date.

You may personally submit your completed application at the LBHC front office or, if you are mailing your application, you may direct it the Human Resources Office.

Again, thank you for your interest in this position. We look forward to reviewing your application.

Sincerely,

Natalie J. Stewart-Colliflower - Human Resource Officer
Position: Food Service Manager
Department: Food Service Program
Supervisor: Dean of Student Affairs

Summary of the Position: The Food Service Manager will operate the LBHC Cafeteria, performs general cafeteria duties, and accounts for money collected for all programs. The Food Service manager will include overseeing the daily operations of the restaurant, performing administrative duties, maintaining the food inventory, as well as recording and depositing the cash and credit receipts.

ESSENTIAL DUTIES AND RESPONSIBILITIES: Include the following. Other related duties may be assigned.

- Plans and supervises preparation, serving, and clean-up of meals according to the requirements of state and federal guidelines. Maintains standards of dress, safety, personal grooming, and cleanliness.
- Must create a Business Plan for the Cafeteria Operation and develop and utilize a HACCP plan.
- Monitor budgets and review financial transactions to ensure that expenditures are authorized and budgeted.
- Keep records required by government agencies regarding sanitation, and food subsidies when appropriate.
- Operates the LBHC Cafeteria by ordering all items sold, stocking shelves, maintaining an inventory of supplies, selling items, supervising student workers, and maintaining records for all sales. Assumes responsibility for collection, deposit, and account of money received and prepares daily deposit.
- Develops, requests, and awards bids for food, supplies, and equipment use.
- Prepares entrees, fruit dishes, and relish tray for lunch and the snack bar. Serves and prepares all food in the snack bar/cafeteria.
- Operates all food preparation equipment in a safe manner. Washes and cleans equipment, food preparation areas and cafeteria tables, as needed, while maintaining the highest possible standards of sanitation.
- Establishes schedule and trains student helpers. Cooperates and communicates with other College staff, parents, and students to promote a positive school climate.
- Operates cash register and makes change. Shelves individual commercial cans of food and other foodstuffs and takes periodic inventory.
- Uses cleaning chemicals and supplies in accordance with specified safety protocols.
- Performs related work, as assigned.

QUALIFICATION REQUIREMENTS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.
ABILITY: Applicant must be able to multi-task and have the ability to effectively communicate professionally with others. Ability to provide a hazard analysis of critical control points in cooking and serving process. Ability to create a Cafeteria Business Plan is essential.

KNOWLEDGE: Knowledge in health education, nutrition and health. Knowledge of production and process of raw materials, production processes, quality control, costs, and other techniques for maximizing the effective distribution of goods.

SKILLS: Must have good communication skills as this position will work with the public. Applicant must have good organizational skills for efficient records management. Must have knowledge in tools used such as cash registers, computer printers, Microsoft software programs, and Accounting software programs.

CERTIFICATES AND LICENSES:
- Montana Driver’s License (required by the first day of service).
- First Aid Certificate must be acquired during the employee’s probationary period.
- Food Handler’s certificate.
- Obtain training in Serve Safe HACCP.

PHYSICAL DEMANDS: The employee must regularly lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds.

EDUCATION AND/OR EXPERIENCE: The above knowledge, skills, and abilities are typically acquired through a combination of education and experience equivalent to: 1) High school diploma or general education degree (GED) with two year’s related experience and/or training; or equivalent combination of education and experience; 2) Associate Degree in Culinary Arts, related field preferred.

SALARY & SELECTION – will be based on years of experience, education and qualifications.
Knowledge, Skills, and Abilities (KSA)
Food Service Manager

Please review the job description carefully and respond to the following questions on a separate sheet of paper. Include your name and the position for which you are applying.

1. Demonstrate your ability to multi-task. Demonstrate your ability to effectively communicate professionally with others. Demonstrate your ability to provide a hazard analysis of critical control points in cooking and serving process.

2. This position requires excellent organizational skills for record keeping and the ability to prioritize work. Describe your knowledge of computer skills, register - cash, advertising and data entry experience with Microsoft software and Accounting software programs.

3. This position requires commitment, attention to detail, independent work and self-direction. Describe your experiences working on your own and give examples of how you set and achieve goals and ensure attention to detail. This position requires interaction with people – students, faculty, staff, community members/general public, other community organizations, various collaborators and related programs within LBHC. Describe your “people” skills and especially your communication skills and teamwork skills. You might want to include what you feel are important attributes when dealing with the public in general.

4. Little Big Horn college is committed to preserving and promoting the Crow tribal culture, which is reflected in the organizational/institutional environment, student activities, and academic curriculum. Further, the majority of collaboration would be primarily with Crow community members and students, including people who are native Crow language speakers. Please discuss your knowledge, experience, or reflections in working in such an environment.

5. Demonstrate your ability to create a Cafeteria Business Plan.

6. Demonstrate your knowledge in health education, nutrition and health. Knowledge of production and process of raw materials, production processes, quality control, costs, and other techniques for maximizing the effective distribution of goods.

7. Do you have any other skills, abilities or experience you think would be relevant to this position, which you haven’t already described?
Consent to Release of Information

I authorize any duly accredited representative of Little Big Horn College to verify any information I have listed on my resume with respect to previous employers, educational institutions, and character/personal references.

I understand that this authorization does not include the release of information from any lending institutions, medical institutions, hospitals, or health care professionals.

I further authorize any duly accredited representative of Little Big Horn College to request criminal record information about me from criminal justice agencies and the Department of Motor Vehicles for the sole purpose of determining my eligibility for the position of which I am applying.

Copies of this authorization that show my signature are as valid as the original release signed by me. This authorization is validated for initial period not more than three months from the date signed and shall be limited to the sole purpose of obtaining information from the date signed and shall be limited to the sole purpose of obtaining information for the position of which I am applying.

_________________________________   _____________________
Signature       Date

_________________________________   _____________________
Other Names Used      Social Security Number

_________________________________
Current Mailing Address

_________________________________
Home Telephone Number
Drug Free Workplace Policy

Little Big Horn College hereby notifies all employees/students that the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited on the premises and within the boundaries of Little Big Horn College.

All employees/students are further notified that as a condition of employment/college enrollment you are required to abide by this policy.

Any employee/student convicted of any criminal statute occurring in the workplace shall be subject to termination by Little Big Horn College.

I, ____________________________, have been given a copy of the Little Big Horn College Drug Free Workplace policy and understand the policy, conditions of employment/enrollment and penalties of said policy. I will abide by the terms of the Drug-free Workplace Policy and will notify Little Big Horn College of any criminal drug statute conviction for a violation occurring in the workplace no later than 5 days after such conviction. I am aware of available drug/alcohol counseling, rehabilitation, and employee/student assistance programs available in my community.

____________________________________  ____________
Employee Name        Date
INDIAN PREFERENCE

This position allows additional points to be given to the following Indian preference categories:

**First Priority:** Crow Tribal member.

**Second Priority:** Federally recognized tribal member legally married to a Crow Tribal member.

**Third Priority:** Any other outside federally recognized tribal member.

If you are claiming preference for any of the categories above, documentation must be provided for each priority:

**First Priority:** Must provide proof of enrollment.

**Second Priority:** Must provide proof of you and your spouse’s enrollment.

**Third Priority:** Must provide proof of enrollment.

Please check one:

_______Crow Tribal Member.

_______Federally recognized tribal member legally married to a Crow Tribal Member.

_______Any Other Outside Federally Recognized Tribal Member