

Sisseton-Wahpeton Oyate

Job Description

Job Title: Food Service Coordinator

Program: Lighthouse Program

Supervisor: Lighthouse Director

Position Summary:

Prepare and serve meals for clients in the Lighthouse program in the East and West facilities, maintaining all records and keeping the facilities clean and hazard-free. The Cook shall be supervised by the Program Manager and shall be subject to the internal control policies and procedures of The Lighthouse Program and the SWO personnel policies. They are to ensure that the Lighthouse program is in compliance with the state performance standards in child nutrition.

Essential Duties and Responsibilities:

- Prepare and cook meals in accordance with menus approved by the dietary consultant.
- Plan and serve a variety of food to introduce new food items to clients which are appetizing and nutritionally beneficial and low in fat, sugar, and salt.
- Oversee all activities in the Lighthouse facility in food preparation for daily meals and snacks. Ensure appropriate portions are served and see that needs of children, which may arise during mealtime, are met.
- Responsible to record number of meals served, keep food production records and other documentation as required by state guidelines and requirements.
- Responsible to estimate and order weekly food needed.
- Receive, store, handle and preserve all food to standards of federal inspection and provide written verification of compliance with federal, state, local and tribal health regulations.
- Responsible to work closely with the dietary consultant to ensure accurate and timely information is provided to the state of South Dakota food program for reimbursement for all centers operated by the Sisseton-Wahpeton Oyate.
- Post monthly menus in the center and keep weekly calendars in the East and West buildings up to date.
- Cleans- Washes dishware and supervises the thorough cleaning of the dining areas after each meal.
- Other duties as assigned.

Minimum Qualifications:

- High school diploma or GED is required.
- Knowledge of basic nutrition and ability to plan menus, experience in keeping records and inventory control
- Must be able to lift up to 40 pounds, push food carts and other equipment in the kitchen area.
- Must be able to walk back and forth to storeroom, between East and West facilities, prep, cooking, and dish washing areas at least 15 times per day and be able to stand the majority of the day.
- Must be able to reach, stretch, bend and kneel to perform daily tasks in the kitchen area.
- Must be able to work at a steady pace in a crowded area.
- Must enjoy working with school aged children.

Job Requirements:

- Must participate in the South Dakota CACFP (Child and Adult Care Food Program) required training upon hire, and other career development opportunities both locally and out-of-area. After 90-day probation will attend South Dakota food handlers training and obtain food handler certification.
- Must submit to background checks at the state and federal level that indicates no convictions of child abuse/child neglect or any violent crimes
- Must complete CPR & First Aid training within 90-days of hire
- Must live and promote an alcohol and drug-free lifestyle
- Must submit to a drug test as required
- Must provide TB documentation and complete a physical examination
- Must have the ability to respect program policies and management decisions within the program but to take the initiative toward improving such policies if it will best serve the interest of the clients.

WAGE RANGE: Hourly- determined by experience

Approved



Date

7/15/25