

# SAN CARLOS APACHE TRIBE

HUMAN RESOURCES DEPARTMENT  
P.O. Box 0  
San Carlos, Arizona 85550  
(928) 475-1760 ❖ Fax (928) 475-2296

Terry Rambler  
Tribal Chairman



Tao Etpison  
Tribal Vice-Chairman

## JOB VACANCY

VACANCY ANNOUNCEMENT NO.	OPENING DATE	CLOSING DATE
#23-022	October 12, 2022	October 26, 2022
POSITION TITLE AND DEPARTMENT		SALARY
Assistant Cook Forestry Program		DOE

APPLICATIONS ARE AVAILABLE AT THE TRIBAL HUMAN RESOURCES OFFICE  
(Applications must be received in the Human Resources Office by close of business on the closing date)

### CONDITIONS OF EMPLOYMENT:

- In accordance with the San Carlos Apache Tribe **Resolution No. AU-21-121**, all potential employees must show proof of COVID-19 vaccination for it is mandatory for all Tribal employees to have the vaccine as a condition of employment. All employees who opt-out or otherwise have no proof of vaccination shall be subject to bi-weekly testing for COVID-19 (must provide letter or doctor's excuse when applying to opt-out of receiving vaccination).
- Temporary Full-Time position. (non-exempt) (employment not to exceed one year)
- Applicant must have a food handler's card. **NOTE: Applicant must submit a copy of valid licensure/Certification as required.**
- Applicant may be subject to temporary lay-off due to bad weather or funding.
- Work schedule: Work schedule includes working a flexible schedule such as working ten (10) days with four (4) days off which may include weekends, evenings, and holidays.
- Applicant will be subject to and must pass a background investigation with a favorable determination. The results of a background check shall only be used for the purpose of determining an individual's suitability for employment. Applicants who provide false or misleading information in their application or authorization may be eliminated from any further consideration. **Note: Applicants must meet this requirement by completing Item No. 15., on the Application for Employment.**
- In accordance with the San Carlos Apache Tribe Drug and Alcohol Policy, all potential employees will be tested for the presence of controlled substances as part of the pre-employment selection process. Applicants who fail to pass the drug test will be ineligible for employment and may not reapply for twelve (12) months thereafter. This policy has been adopted to provide drug-free work sites and to prohibit working while under the influence of alcohol.

### DUTIES AND RESPONSIBILITIES:

As an Assistant Cook, under the supervision of the Head Cook, the Assistant Cook is required to perform cooking tasks to include (but not limited to) planning nutritious meals, ordering and purchase food staying with the budget, cooking, and cleaning. Preparing meals include prepping fruits, vegetables, breads and meats for cooking using a variety of kitchen utensils and cooking over an open fire. All cooks will be required to stay at the Point of Pines camp or camping at the work site. Perform other related duties as assigned.

### QUALIFICATION REQUIREMENTS:

Basic Requirements:

Candidates must have had six (6) months of specialized experience. Specialized experience is experience in preparing and serving meals to large groups of people or in a job related field. **Examples of the type of experience that will be credited are shown above under "Duties and Responsibilities".**

Physical Requirement: Applicant must be in good physical condition to work long hours that may require working indoors, outdoors, and standing for long periods of time.

---

**EVALUATION METHOD AND RANKING FACTORS:** Evaluation will be made of the extent to which experience, education, training, self-development, and/or awards demonstrate that basically qualified candidates possess the Ranking Factors-Knowledge, Skills and Abilities (KSA) described below.

1. Knowledge of CDC guidelines for serving food
2. Knowledge of serving groups of people over 100 and meal planning.
3. Knowledge of proper food storage techniques.
4. Ability to keep kitchen clean and well-organized.
5. Ability to follow a supervisor's direction and give direction to subordinates.
6. Ability to maintain an effective working relationship with others in a team setting.
7. Ability to manage time well to have meals on time or kept ready until crews arrive to eat.

---

**OTHER IMPORTANT INFORMATION:**

- Persons who submit incomplete applications will be given credit only for the information they provide and may not, therefore, receive full credit for their veteran preference determination, Indian preference, education, training and/or experience.
- All material submitted for consideration under this announcement becomes the property of Human Resources Office and is subject to verification. Therefore, careful attention should be given to the information provided. Fraudulent statements or any form of misrepresentation in the application process could result in loss of consideration for this position and/or a determination of unsuitability for tribal employment.
- Additional or alternate selections may be made from the eligibility list within 30 days from the date the selection list was issued. The positions to be filled must have the same title and have the same qualification requirements. However, if there are no Indian preference candidates left on the certificate, the vacancy must be re-announced.
- **INDIAN PREFERENCE:** It is the goal of the San Carlos Apache Tribe to employ as many tribal members as possible in tribal positions. Therefore, all other qualifications being equal, tribal members will receive hiring preference over other Indian Preference eligible and non-Indian Preference eligible. Preference for employment will be granted to qualified individuals, in the following order:
  1. Enrolled member of the San Carlos Apache Tribe with Veteran's Preference
  2. Enrolled member of the San Carlos Apache Tribe
  3. Native American spouse of an enrolled tribal member or Native American parent of enrolled tribal member
  4. Other Native American
  5. Non-Indian spouse or Non-Indian parent of enrolled tribal member
  6. Non-Indian

It is also the goal of the San Carlos Apache Tribe to provide the best services possible to tribal members. In furthering the Tribe's efforts to insure retention of tribal members and to provide job opportunities to tribal members, non-tribal member employees upon hiring shall, as part of the hiring agreement, agree to provide training and development to tribal members to allow them to become qualified for jobs which non-tribal member employees hold. The Indian Preference policy applies to hiring, placement, and promotion, transfer or lay off, treatment during employment, and selection for training.

- **VETERANS PREFERENCE AND INDIAN PREFERENCE:** Preference in filling vacancies may be given to honorably discharged veterans who are enrolled members of the San Carlos Apache Tribe.
- **EQUAL EMPLOYMENT OPPORTUNITY:** Except for Indian preference, consideration will be given without regard to any non-merit factor such as race, color, religion, sex, national origin, partisan politics, physical or mental handicap, marital status, age, membership or non-membership in any employee organization, or sexual orientation.

---

**HUMAN RESOURCES OFFICE CLEARANCE:**

/s/ Johanna Nosie  
Human Resources Specialist

October 11, 2022  
Date