

**MIAMI NATION  
JOB ANNOUNCEMENT**

**POSITION TITLE: KITCHEN SUPPORT**  
**CLASSIFICATION: NON-EXEMPT**  
**STATUS: PART-TIME**

**DATES OF POSTING PERIOD: UNTIL FILLED**

**JOB SUMMARY:** This position is to prepare foods and clean areas in a safe and sanitary manner while under the direct supervision from the Community Services Manager. This position is located at the Myaamia Center.

**MAJOR JOB FUNCTIONS:**

- Wash dishes
- Assist with cleaning of dining room after mealtime
- Maintain appropriate and respectful atmosphere for all Community Service clients, especially tribal elders

**OTHER JOB FUNCTIONS:**

- Assist with the preparation and serving of food, as directed
- Other duties, as assigned

*This position includes, but is not limited to, the job functions listed above.*

**MINIMUM QUALIFICATIONS:**

- High School Diploma or equivalent
- Must have the ability to work in a fast-paced environment while maintaining safety standards
- Must possess high integrity regarding confidential and sensitive information
- Must have the ability to work well with a team
- Ability to maintain professional image and atmosphere
- Valid driver's license and be insurable
- Be drug free and successfully pass pre-employment and random drug screenings throughout employment

**PHYSICAL REQUIREMENTS:**

- Must be able to lift and carry a minimum of 50 pounds
- Considerable amounts of standing, stooping, lifting and carrying

**CONDITIONS OF EMPLOYMENT**

- Position subject to grant continuation and budget availability

***DRUG FREE WORKPLACE POLICY: Individual selected shall agree and abide by the Drug Free Workplace Act of 1988 and consent to drug screening prior to employment.***

***Preference in filling this position will be given to qualified Indian applicants in accordance with the Indian Preference Act and the Miami Tribe of Oklahoma Indian Preference Policy***

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For complete job description and application visit: [www.miamination.com/employment](http://www.miamination.com/employment)