



UNITED STATES DEPARTMENT OF THE INTERIOR  
BUREAU OF INDIAN EDUCATION  
Chemawa Indian School  
3700 Chemawa Road NE  
Salem, Oregon 97305



## VACANCY ANNOUNCEMENT

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**POSITION TITLE & GRADE:** School Kitchen Helper, CY-0303-01

**POSITION INFORMATION:** School Year Contract (Intermittent)

**SALARY RANGE:** \$13.21 per hour  
(BIE Education Pay Schedule: Intermittent Base Rate Only)

**LOCATION:** Department of Interior, Bureau of Indian Education, Phoenix Education Resource Center - BOS, Chemawa Indian School, Salem, Oregon.

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**ANNOUNCEMENT NUMBER:** CIS-1713

**ISSUING DATE:** 06/23/2017

**CLOSING DATE:** Open Until Filled

**CONSIDERATION AREA:** Area Wide

Applications and all accompanying documents must be received by the close of business (4:00 p.m. PST) on the closing date of the announcement.

For VERIFICATION of our receipt of your application-resume, please contact:  
Sarah Thies at (503) 399-5721 x224

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**INDIAN PREFERENCE POLICY:** Preference in filling vacancies is given to qualified Indian candidates in accordance with the Indian Preference Act of 1934 (Title 25, USC, Section 472). Verification Form BIA-4432 must be submitted with the application if claiming Indian Preference. Indian preference eligible that are not currently employed in the Federal Service will be appointed under the Excepted Service Appointment Authority (Schedule A). Consideration will be given to Non-Indian applicants (status or reinstatable) in the absence of qualified Indian Preference eligible.

**EQUAL OPPORTUNITY EMPLOYER:** Within the scope of Indian preference, all candidates will receive consideration without regard to race, color, sex, age, religion, sexual orientation, national origin or other non-merit factors.

**REASONABLE ACCOMMODATION LANGUAGE:** This agency provides reasonable accommodation to applicants with disabilities. If you need reasonable accommodation for any part of the application and hiring process, please notify this agency. The decision in granting reasonable accommodation will be on a case-by-case basis.

**VETERANS EMPLOYMENT OPPORTUNITIES ACT:** Veterans who are preference eligibles or who have been separated from the armed forces under honorable conditions after 3 years or more of continuous active service may apply.

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**STATEMENT OF DUTIES:** School Kitchen Helper assists school cooks by performing non-cooking and light cooking duties. This includes loading and putting away food deliveries, rotating stock, cleaning and sanitation of entire food service facility, loading and unloading dishwashers and mixing chemicals for cleaning. Position sets up serving line, preparing food items prior to cooking, serving food to students, monitoring students behavior in the cafeteria, gathering and measuring ingredients prior to cooking, setting up condiments and doing simple cooking duties. May supervise students assisting in any of these activities.

**SUMMARY OF QUALIFICATIONS REQUIRED:** Refer to BIE Education Position Categories and Qualifications Handbook for additional qualification requirements and substitutions for education. Applicants *must meet* the qualification requirements contained in the BIE Education Position Category.

**BASIC EDUCATION AND EXPERIENCE REQUIREMENTS**

Education: High School or GED diploma.

Experience: None

A valid Driver's License and compliance with all driver policies is required.

A valid Food Handler's Certification for the State of Oregon is REQUIRED at time of application.

**PHYSICAL REQUIREMENTS:**

Good distant vision in one eye and ability to read without strain printed material the size of typewritten characters are required, glasses permitted. Ability to hear the conversational voice, with or without a hearing aid, is required except that some positions may be suitable for persons who are blind or deaf. In most instances, an amputation of arm, hand, leg or foot will not disqualify an applicant for appointment, although it may be necessary that this condition be compensated by use of satisfactory prosthesis. In addition, applicants must have mental and emotional stability.

**BASIS OF RATING:** All applicants for this position will be rated and ranked based upon the extent and quality of their experience, training and/or education as reflected on the application. Applicants will be further evaluated according to the degree to which they possess or have the potential to acquire knowledge, skills, abilities, and personal characteristics as listed below. The judgment of qualifications will be based on the material submitted; therefore, it is to the applicant's advantage to give complete and thorough responses and to present information in a neat and orderly fashion. Qualifications and veteran's preference eligibility will be determined on the basis of information submitted

**SUITABILITY & CLEARANCE REQUIREMENTS:**

A background security investigation is required. Appointment is subject to the successful completion of the security investigation and favorable adjudication. Failure to meet these requirements will be grounds for termination.

**SPECIAL REFERENCE:**

- You must be a U.S. citizen to qualify for this position.
- Applicant is subject to a favorable background investigation. This is a Non-Critical, Moderate Risk Position subject to a favorable adjudicated background investigation.
- Subject to probationary period for equivalent to two (2) academic semesters, which may be extended.
- The incumbent is required to drive a motor vehicle to conduct business at field locations. A valid State driver's license is required. All applicants MUST submit a current GSA Form 3607, Motor Vehicle Operator's License and Driving Record in order to receive consideration. Incumbent must possess a valid State Driver's License.
- All male applicants born after December 31, 1959, will be required to complete the certification document to confirm their selective service status.
- Government Housing IS NOT available.
- Relocation Expenses WILL NOT be paid.

**NOTE: Persons submitting incomplete applications will be given credit only for the information they provide. It is the applicant's responsibility to submit all required documentation in support of their application in order to receive full credit for their Veteran Preference determination, Indian Preference, education, training and/or experience. ADDITIONAL INFORMATION WILL NOT BE SOLICITED BY THIS OFFICE.**

**Applications become part of the official record and will not be duplicated or returned. This office will accept telefaxed applications. Applicant's qualifications will be evaluated solely on the information submitted by them in their applications. Applications mailed using Government postage and/or envelopes are in violation of OPM and Postal Regulations and will not be considered. E-mailed applications/resumes will NOT be accepted.**

**HOW TO APPLY:** Applicants may file a resume/application. The resume/application must include Vacancy Announcement No., Job Title, Duties and accomplishments, Employer's name and address, supervisors name and phone number, starting and ending dates (month and year), hours per week, and salary to ensure optimum consideration. The following forms listed with an \* must be submitted in order to be considered for the position.

1. \*Applicants may file a resume or any other written format of the applicant's choice. **MUST CONTAIN:** Vacancy Announcement No., Job Title, Duties and accomplishments, Employer's name and address, supervisors name and phone number, starting and ending dates (month and year), hours per week, and salary. Complete names and telephone numbers of Employers references (must be within the past 5 years) and three (3) personal references. List people who are not related to you and who know you on a personal basis and know your qualifications and fitness for the kind of job for which you are applying.
2. \*College Transcript is required for verification/documentation (If selected, applicant must provide Official College Transcripts)
3. \*Copy of Oregon Food Handlers Certification required.
4. Form BIA 4432, Verification of Indian Preference for Employment, is required for claiming Indian Preference. The form must be completed by the appropriate official with the federally-recognized tribe where the applicant is enrolled as a member. **No other form will be accepted.**
5. Copy of most recent SF-50, Notification of Personnel Action, current or former Federal employees.
6. \*Applicant Screening Questionnaire, Indian Child Protection Requirement Form, must contain original signature and date. This position is covered by P.L. 101-647, Indian Children Protection Requirements, and persons convicted of crimes enumerated in the law are not eligible for the position.
7. Form GSA 3607, Motor Vehicle Operator's License and Driving Record, available at <https://www.bie.edu/cs/groups/xbie/documents/document/idc1-030686.pdf> <https://www.bia.gov/cs/groups/xnifc/documents/text/idc1-032820.pdf> **NONFILLABLE PDF VERSION).**

**SCHOOL MAILING ADDRESS:**

**Attn: Chemawa Indian School,  
Human Resources**  
3700 Chemawa Road NE  
Salem, Oregon 97305

**FAX APPLICATIONS TO: (503) 399-5870**

**ATTN: Human Resources**

**FOR ADDITIONAL INFORMATION:**

**CONTACT: Sarah Thies**

**TELEPHONE: (503) 399-5721 x 1224**

**Applicant Screening Questionnaire  
Indian Children Protection Requirements**

Name: \_\_\_\_\_ Social Security Number: \_\_\_\_\_  
(please print)

Job Title: School Kitchen Helper (INT) Announcement No: CIS-1713

**Notification Requirements**

Section 231 of the Crime Control Act of 1990, Public Law 101-647 (codified in 42 United States Code § 13041), requires that employment applications for Federal child care positions have applicants sign a receipt of notice that a criminal record check will be conducted as a condition of employment. Further, it is required to ask the following:

Have you ever been arrested for or charged with a crime involving a child?

Yes [If "yes," provide the date, explanation of the violation, disposition of the arrest(s) or charge(s), place of occurrence, and the name and address of the police department or court involved.]

No

Section 408 of the Miscellaneous Indian Legislation, Public Law 101-630 (codified in 25 United States Code § 3207), requires a criminal history records check as a condition of employment for positions in the Department of Interior that involve regular contact with or control over Indian children. Further, it is required to ask the following:

Have you ever been arrested, found guilty of, or entered a plea of nolo contendere (no contest) or guilty to, any felonious offense, or any of two or more misdemeanor offenses under Federal, State, or tribal law involving crimes of violence; sexual assault, molestation, exploitation, contact or prostitution; crimes against persons; or offenses committed against children?

Yes [If "yes," provide the date, explanation of the violation, disposition of the arrest(s) or charge(s), place of occurrence, and the name and address of the police department or court involved.]

No

I certify that my response to the above questions is made under Federal penalty of perjury, which is punishable by fine or imprisonment, and that I have received notice that a criminal history records check will be conducted and is a condition of employment. I understand my right to obtain a copy of any criminal history report made available to the Bureau of Indian Education and my rights to challenge the accuracy and completeness of any information contained in the report.

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date

**Bureau of Indian Education  
Human Resources Office**

**SELF-CERTIFICATION STATEMENT**

Job Title: \_\_\_\_\_ Announcement No: \_\_\_\_\_

For all positions titled as Office Automation or any clerical position which has parenthetical title of Office Automation (OA), applicants must have typing proficiency of 40 words per minute and knowledge of general office automation software, such as, word processing, personal computers, electronic mail, data base, spreadsheets, etc.

To be eligible for (OA) positions, you must be able to:

1. Type 40 words per minute.
2. Possess knowledge of general office automation software, such as word processing, personal computers, electronic mail, database, spreadsheets, etc.

Please sign and date the Self-Certification Statement and submit with your application or resume.

I HEREBY CERTIFY THAT I MEET THE REQUIREMENTS SET FORTH IN THIS SELF-CERTIFICATION STATEMENT FOR:

- TYPING AND KNOWLEDGE OF GENERAL OFFICE AUTOMATION SOFTWARE, (i.e., word processing, personal computers, electronic mail, database, spreadsheets, etc.)

NOTE: A certification statement must be signed and dated for each specific job announcement. A falsification of this statement may be used as grounds for not employing you, or for dismissal.

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Date)