

CONFEDERATED SALISH AND KOOTENAI TRIBES
OF THE FLATHEAD NATION
PO BOX 278
PABLO MT 59855
406.675.2700
PERSONNEL DEPARTMENT FAX: 406.226.2562
CSKT Website: cskt.org/personnel
E-mail: cory.clairmont@cskt.org

****V A C A N C Y A N N O U N C E M E N T****

TITLE: Detention Cook
LOCATION: Law & Order – Pablo, MT
SALARY: \$23.25 per hour including benefits
CLOSING DATE: Monday, March 23, 2026 at 5:30 p.m.

SPECIAL CONDITIONS:

This is a Testing Designated Position (TDP) within the definition of the CSKT Drug Testing policy. **The successful applicant, if not already employed by the Tribes must pass a pre-hire drug test and serve a mandatory six (6) month probationary period.**

Duties:

- Meals prepared at 0800,1200 and 1800 hours
- Maintain a record of menu and of meals served
- Cleaning and sanitizing of all kitchen equipment, kept free from contaminating materials.
- Responsible for cleaning and sanitizing eating and drinking utensils.
- Utilizing safe methods of serving, handling food, drink and utensils.
- Responsible for cleaning kitchen area.
- Will wash and dry prisoner clothes and bedding when needed.
- Will mend prisoner coveralls when needed.
- Be in compliance of all sanitary codes and regulations.
- Will inventory kitchen supplies once a week and list items needed. List will be given to police clerk.
- Assist in booking and searching prisoners when needed.
- Will check all new inmates for special diet requirements.
- Will be required to order groceries once a week.

DUTIES CONTINUED:

- Will be OPERATOR I level in CJIN to assist in dispatch in emergency situations, for short periods of time.
- Will in an emergency be able to do jailing duties
- Will in an emergency prepare time sheets.

MINIMUM RECRUITING QUALIFICATIONS (AS REFLECTED ON TRIBAL EMPLOYMENT APPLICATION)

- Two (2) years of experience in commercial or food service field of preparing meals for special diets such as diabetics, low sodium and etc.
- Must possess a High School Diploma or GED.
- Must be experienced in preparation of breakfast, lunch, and supper meals, in addition, incumbent must be knowledgeable in preparing special meals, baking, salads, soups, sauces and desserts.
- Must possess a valid class D driver's license and insurance.
- Employee is required to pass a background investigation.
- Description of physical work environment and the physical effort required of the position.
- Will be required to carry and lift heavy cases of food and groceries.
- Contact with uncooperative and intoxicated persons being booked and incarcerated at jail, when needed.
- Will be required to search prisoners for contraband when needed.

SUBMIT:

1. Completed Tribal employment application.
2. Copy of current driver's license.
3. Copy of relevant academic transcript.
4. If applicable, please submit proof of enrollment from a federally recognized Tribe if other than CSKT.
5. If claiming veteran's preference, a copy of DD214 must be submitted.

SUBMIT ALL OF THE ABOVE TO: Personnel Office, PO Box 278, Pablo MT 59855, telephone (406) 675-2700 Ext. 1040.

FOR MORE INFORMATION: Contact: Louis Fiddler @ 406.675.2700, ext. 1107.