

**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](http://cskt.org/personnel)  
E-mail: [cory.clairmont@cskt.org](mailto:cory.clairmont@cskt.org)**

**\*\*\*VACANCY ANNOUNCEMENT\*\*\***

**TITLE:** Detention Cook  
**LOCATION:** Law & Order – Pablo, MT  
**SALARY:** \$23.25 per hour including benefits  
**CLOSING DATE:** Monday, May 18, 2026 at 5:30 p.m. (MST)

**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.