



## TRIBAL PERSONNEL DEPARTMENT

# JOB ANNOUNCEMENT

**JOB TITLE:** **Lead Cook (Full-Time)**  
**SUPERVISOR:** Gookomis Endaad Administrator  
**LOCATION:** Gookomis Endaad Residential Treatment Center  
**POST DATE:** **March 13, 2020**  
**CLOSING DATE:** **Open until Filled**

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**General Description:** The primary responsibility of this position is to provide food service and use preparation guidelines based on the Gookomis Endaad menu cycle as well as state and federal regulations. This position will promote high nutritional standards in the areas of food preparation, food service, inventory/ordering and cleanup and site sanitation.

**Qualifications:** High school diploma or equivalent is required. Knowledge of, training in, or course work in nutrition education preferred. Experience in kitchen management and institutional cooking required.

**Salary:** \$15.00-\$17.00/ Dependent upon qualifications

**How to Apply:** Submit your application for employment, and notarized release of information form by the deadline. Applications and detailed job descriptions can be located via website [www.ldftribe.com](http://www.ldftribe.com) or are available at the William Wildcat Tribal Center in the Human Resources Department. Please submit your application materials to:

Human Resources Department  
P.O. Box 67  
Lac du Flambeau, WI 54538  
715-588-3303  
Email: [hr@ldftribe.com](mailto:hr@ldftribe.com)

Native American preference will be applied to hiring of this position as defined in Title 25, U.S. Code, Chapter 14, Subchapter V, subsection 273 & 274. We are an equal opportunity employer with preference given to qualified Native American applicants in accordance with federal law and tribal policy.

**Lac du Flambeau Band of Lake Superior Chippewa Indians  
Nonexempt Position Description**

**A. TITLE OF POSITION:** Lead Cook

**B. DEPARTMENT:** Gookomis Endaad Residential Treatment Center

**C. SUPERVISOR'S TITLE:** Gookomis Endaad Administrator

**D. DESCRIPTION OF DUTIES:** The primary responsibility of this position is to provide food service and use preparation guidelines based on the Gookomis Endaad menu in the areas of food preparation, food service, ordering/inventory, cleanup and site sanitation, utilizing State and federal food and safety regulations. This position will promote high nutritional standards responsibilities include but are not limited to the following:

1. Prepare and cleanup for lunchtime meal, nutritional snacks and preparation for dinner.
2. Assist with food orders and supply purchasing, maintaining inventory.
3. Preparation of noon lunches and set up for 5 p.m. dinners.
4. Ensure proper food storage and documentation.
5. Assist with menu planning and adaptation to meet special needs.
6. Maintain safe and sanitary environment in the kitchen and food storage areas.
7. Have awareness of food allergies and alternatives.
8. Orient and direct other staff and residents assigned in the kitchen.
9. Wash dishes using appropriate sanitation methods.
10. Dine with residents when time permits.
11. Participate in staff meetings when required
12. Provide supervision and instruction to residents assigned to kitchen chores.
13. Maintain confidentiality of personnel information regarding residents, families, staff, etc.
14. Attend in-service and training as required, including required USDA or Food Safety required training.
15. Must complete Standard Precautions, Fire & Safety, First Aid and Choking training.
16. Maintain production records of food purchased and meals served to support the submission of reports for food service evaluation and budgetary requirements.
17. Ensure all staff follows established food service standards and guidelines.
18. Maintain kitchen equipment in good working condition: inform immediate supervisor and Administrator of problems with kitchen equipment that may require outside maintenance.
19. Maintain cleaning and daily supplies working with outside vendors.
20. All other related duties as assigned.

**E. POSITION RELATIONSHIPS:**

1. **Internal:** Regular contact with residents and program staff
2. **External:** Regular ongoing contact with outside vendors

**F. SUPERVISORY RESPONSIBILITIES:** None

**G. SUPERVISION RECEIVED:** Gookomis Endaad Administrator

**H. EDUCATION:** High school diploma or equivalent is required. Knowledge of, training in, or course work in nutrition education and institutional cooking preferred. Ability and commitment to complete a Food Safety Certification provided by the facility within 3 months of hire.

**I. EXPERIENCE:** Knowledge of appropriate methods of food service sanitation, including proper food handling techniques to prevent the spread of disease, with one year of paid work experience in meal preparation within an institutional setting required.

**J. SKILLS:**

1. Possession of Food Safety Certificate within three months of hire date.
2. Become familiar with, within 45 days of hire, the facilities menu requirements.
3. Ability to carry out physical demands of the position, including lifting approximately 50 pounds safely.
4. Ability to communicate appropriately with staff and residents.
5. Ability to work cooperatively with other staff to develop menus.
6. Willingness to prepare foods for special occasions or traditional foods.
7. Appropriate knowledge, experience, and appreciation of the culture of the specific population being served.
8. Basic computer skills for data entry and placing orders.

**K. WORKING ENVIRONMENT:**

1. **Work Conditions:** Normal Kitchen atmosphere.
2. **Exposure to Hazards:** Exposure to air-borne particulates, chemical irritants, combustible materials, electrical hazards, equipment vibrations, noises, and odors; Exposure to wet and/or slippery surfaces; Exposure to blood-borne pathogens and communicable diseases; and Lifting, carrying, and moving work-related supplies/equipment.
3. **Physical Requirements:** Ability to carry out the physical demands of the position, including lifting approximately 50 pounds.

**Special requirements:**

- ◆ Qualifying background check, per Lac du Flambeau Band of Lake Superior Chippewa Indians and Care Provider Background Check Policy;
- ◆ Physical examination prior to hire and annual, thereafter to rule out communicable disease;
- ◆ Negative TB test prior to hire;
- ◆ Must submit to and pass drug test.

**Selection & Background Check:**

- ◆ Selection in compliance with and subject to Lac du Flambeau Band of Lake Superior Chippewa Indians' Policies and Procedures Manual, except that position shall not be deemed "permanent" as defined in Policies and Procedures Manual until candidate has met qualifying background check;
- ◆ Preference for qualified Lac du Flambeau Chippewa tribal members and persons of Indian descent, as allowed per federal law;
- ◆ **Qualifications are subject to change based upon receipt of new federal regulations and/or additional program requirements.**

**L. BEHAVIOR:** The vision, goals and objectives of the Lac du Flambeau Band of the Lake Superior Chippewa Indians requires the Lead Cook to perform in both a professional and personable manner. The manner in which the employee relates to fellow employees, customers and visitors is considered parallel in importance to technical knowledge and ability. Respect and consideration given to the dignity of each customer, visitor and fellow employee is a requisite of successful job performance. Any attitude or behavior that will tarnish the name or reputation of the Lac du Flambeau Tribe will not be tolerated and will be subject to disciplinary action.

**M. OTHER:** Must submit to a drug test prior to commencing employment and random testing thereafter. Criminal background check required applicable to the job description. As an employee of the Tribe, he/she will be subject to the Policies and Procedures of the Lac du Flambeau Band of Lake Superior Chippewa Indians.

**N. SIGNATURES:**

\_\_\_\_\_  
**Employee**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Manager**

\_\_\_\_\_  
**Date**

**Revised 3/13/2020**

