TRIBAL PERSONNEL DEPARTMENT

JOB ANNOUNCEMENT

JOB TITLE: **Senior Nutrition Site Assistant Cook (Part-Time)**
SUPERVISOR: **Aging and Long Term Care Director**
LOCATION: **Aging and Long Term Care Department**
POST DATE: **May 24, 2016**
CLOSING DATE: **June 7, 2016**

General Description: This position will be primarily responsible for all stages of meal preparation, cleaning, inventory and transportation.

Qualifications: High School Diploma or equivalent is required. Knowledge of food preparation and customer service is preferred.

Salary: $8.00 per hour/ 29 hours per week

How to Apply: Submit your application for employment, and notarized release of information form by the deadline. Applications and detailed job descriptions can be requested via phone or email and 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

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: Senior Nutrition Site Assistant Cook

B. DEPARTMENT: Aging and Long Term Care Department

C. SUPERVISOR'S TITLE: Veterans, Aging and Long Term Care Director

D. DESCRIPTION OF DUTIES: This position will be primarily responsible for all stages of meal preparation, cleaning, inventory and transportation. Specific position responsibilities include, but are not limited to the following:

1. Assist with all stages of daily meal preparation.
2. Assist with daily maintenance of nutrition site; Daily cleaning of steam tables, trays, ovens, freezer, laundry and other duties as assigned by supervisor.
3. Assist with general inventory of all cleaning supplies associated with cleaning, daily meal preparation, dine-in, carry-out, and homebound meals.
4. Assist with driving duties for senior transportation during working hours, as needed.
5. Other duties as assigned.

E. POSITION RELATIONSHIPS:

1. **Internal:** Frequent contact with Nutrition Site employees, and Wellness Center employees.
2. **External:** Frequent contact with general public and seniors. Occasional contact with vendors and Tribal Center employees.

F. SUPERVISORY RESPONSIBILITIES: None

G. SUPERVISION RECEIVED: Daily supervision and direction given by Aging Director.

H. EDUCATION: High school diploma or equivalent is required.

I. EXPERIENCE: Knowledge of food preparation and customer is preferred

J. SKILLS:

1. Must receive certification in CPR training.
2. Must maintain confidentiality with program and elder services.
3. Must have a valid driver's license.
4. Must possess proper personal hygiene and cleanliness practices.
5. Must undergo annual tuberculosis test w/ negative result.
6. Must be able to attend re-certification courses for mandatory food safety.

K. WORKING ENVIRONMENT:

1. **Work Conditions:** Most duties completed in an industrial size kitchen environment.
2. **Exposure to Hazards:** Will be exposed to ovens, slicers, steam table, which may pose hazards.
3. **Physical Requirements:** Must be able to lift up to 60 lbs., bend and sit frequently and stand for 1-2 hours at a time.

L. BEHAVIOR: The vision, goals and objectives of the Lac du Flambeau Band of the Lake Superior Chippewa Indians requires the Senior Nutrition Site Assistant 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 may tarnish the name or reputation of the Lac du Flambeau Tribe will not be tolerated and may result in 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. SIGNATURE:

_____

Tribal Administrator **Date**