



# Lummi Indian Business Council

2665 Kwina Road · Bellingham, Washington 98226 · (360) 312-2000

*'Working together as one to Preserve, Promote and Protect our Sche Lang en'*

## **JOB ANNOUNCEMENT**

**JOB TITLE:** Head Cook

Early Learning Programs (ELP)

*\*\*Re-Advertise\*\**

**OPEN:** October 31, 2019

**EXEMPT:** No

**SALARY:** \$ 17.46-\$19.47 p/h DOE

**SHIFT:** Day

**LOCATION:** Early Learning Center

**DURATION:** Regular Full Time

**CLOSES:** November 15, 2019

**JOB CODE:**

**DIVISION:** Education

**DEPARTMENT:** ELP

**SUPERVISOR:** Program Supervisor

**VACANCIES:** 1

**JOB SUMMARY:** Directly supervise and coordinate the daily operations of the Early Learning Center kitchen and staff; in accordance with funding regulations and program policies. Plan, prepare, and cook healthy and well-balanced meals for 181 children ages 1 year to 5 years of age.

**ESSENTIAL JOB DUTIES AND RESPONSIBILITIES** include the following, and other related duties as assigned.

1. Supervise kitchen staff to complete daily meal service
2. Using USDA requirements: plan program menus and have them approved by a nutritionist.
3. Submit monthly USDA claims.
4. Order food, milk, and kitchen supplies.
5. Create and implement a schedule to ensure the kitchen is cleaned and sanitized daily.
6. Ensure that meals meet the allergy needs of children.
7. Maintain files for food services.
8. Prepare, cook, and serve meals.
9. Ensure meals meet the allergy needs of children.
10. Produce and use standard recipes.
11. Serve meal patterns and food portions according to USDA standards.
12. Maintain proper rotation of product following FIFO (First in, First Out) policy.
13. Verify the food orders received from vendors, stock as necessary.
14. Ensure temperature log for freezer and cooler are maintained.
15. Assist in cleaning and sanitizing kitchen.
16. Ensure Federal, State, and Tribal food code regulations are followed.
17. Maintain document for CACFP audits, recipes, child nutrition labels.

### **MINIMUM QUALIFICATIONS:**

- High School Diploma or GED
- Minimum 3 years experience working/cooking in a school or commercial kitchen.
- 1 year supervisory experience.
- Must have a valid Food Handler's card or able to obtain one.
- First Aid, CPR card or willing to obtain one during orientation.
- Must possess a valid Washington State Driver's License and meet eligibility requirements for tribal insurance.

- Lummi/Native American/Veteran preference policy applies.

**KNOWLEDGE, ABILITIES AND SKILLS:**

- Knowledge of safety rules, regulations, and procedures as per USDA guidelines
- Knowledge of safely using cleaning chemicals
- Working knowledge of USDA meal patterns.
- Ability to maintain good working relationship with staff and students.
- Ability to work in a fast paced environment.  
Must be able to safely lift a minimum of 50 pounds
- Ability to follow written and oral instructions.  
Computer skills, must type 40 words a minute

**REQUIREMENTS:**

- Must pass pre-employment and random drug and alcohol test to be eligible for and maintain employment, as required by the LIBC Drug & Alcohol Free Workplace Policy.
- This position requires regular contact with or Control over Indian Children and is therefore subject to an extensive Criminal Background Check and FAMLINK Check. Must have or acquire (next available class) first aid and infant CPR training
- Must have a physical and TB test every two years.
- MMR immunizations before hire
- Must have reliable transportation, possess and maintain a valid Washington State driver's license and meet eligibility requirements for Tribal insurance.
- Participate in USDA or other food services training (may require travel)

**TO APPLY:**

To obtain a Lummi Indian Business Council (LIBC) application go to: <https://www.lummi-nsn.gov/widgets/JobsNow.php> or request by e-mail [libchr@lummi-nsn.gov](mailto:libchr@lummi-nsn.gov) For more information contact the HR front desk (360) 312-2023. Submit LIBC application, cover letter, resume & reference letters no later than 4:30 p.m. on the closing date listed above. If listing degrees or certifications include copies. Mailing Address: 2665 Kwina Road, Bellingham, WA 98226. Human Resource Fax number: 360-380-6991.

