



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: Cook/Janitor

****Re-Advertised****

OPEN: August 14, 2018

EXEMPT: No

SALARY GRADE: (5) \$14.35 - \$16.07

SHIFT: Day

LOCATION: Lummi Admin. Bldg.

DURATION: Regular Full Time

CLOSES: August 20, 2018

JOB CODE:

DIVISION: Behavioral Health

DEPARTMENT: Lummi Counseling Services

SUPERVISOR: Program Assistant

VACANCIES: 1

JOB SUMMARY: The cook will oversee operations of the food program at the Lummi Counseling services which will include meal planning, cooking and preparation, and cleaning. Will ensure adherence to Health Food Program Guidelines and public Health regulations regarding food storage and preparation. Will also provide part-time janitorial services for the Lummi Counseling services

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

1. Cook and prepare nutritious meals and snacks for client attending groups.
2. Plan and purchase all food and necessary supplies needed to provide food service.
3. Cooks a wide range of foods, soups breads, salads, main dishes and desserts keeping a simplified menu.
4. Plan a weekly and daily menu approved by supervisor and within budget allocation.
5. Have meals ready to serve on time as scheduled for groups.
6. Practice safe food handling techniques in food preparation and storage.
7. Keep kitchen cleaned, disinfected and organized on a daily basis
8. Will be responsible for all kitchen pots, pans electrical equipment and supplies by keeping inventory and keeping unauthorized people out of the kitchen.
9. Attends training and workshops that are job related as needed.
10. Will provide janitorial services duties as assigned by supervisor.
11. Must keep bathrooms clean and disinfected
12. Must empty office garbage cans on a daily basis
13. Dust, clean and vacuum group rooms and offices daily.
14. Disinfect and wipe furniture and tables in waiting room.
15. Perform a variety of cleaning tasks as assigned by supervisor.
16. Other job related duties as assigned by supervisor.

MINIMUM QUALIFICATIONS:

- High School Graduate or GED equivalent.
- 2 years experience working as a cook for a program or school.
- Must have knowledge of planning meals as well as shopping and ordering food.
- Must have a Washington state food handler's permit or willing to obtain.
- Must have experience in janitorial cleaning.

- 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:

- Must have knowledge in operating all kitchen equipment such as garbage disposal, blenders, mixer, dishwasher and microwave.
- Must know the importance of providing clients with nutritional meals that will improve clients health status.
- Knowledge of the HIPPA Law that protects the rights and confidentiality of clients.
- Must be able to lift heavy pots and grocery supplies.
- Must be reliable and manage all cooking tasks independently with out supervision..
- Must have the ability to prepare good nutritional meals for 12 people or more.
- Must know the importance of keeping a kitchen clean and disinfected to prevent illness.
- Must keep records and have knowledge of ordering or shopping for food.
- Must have the ability to do some janitor tasks as assigned.
- Ability to maintain strict confidentiality at all times.

REQUIREMENTS:

- Must have HIV/AIDS and Airborne pathogens eight (8) hour training or willing to take the next available class.
- Must provide evidence of CPR training or be willing to register in the next available class.
- Must be Alcohol/Drug Free for the past 3 years.
- Must be willing to travel for training and professional development.
- 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.
- Position requires extensive Criminal Background Check.

TO APPLY:

To obtain a Lummi Indian Business Council (LIBC) application go to: <http://lnnr.lummi-nsn.gov/LummiWebsite/Website.php?PageID=376> or request by e-mail 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.