



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

Teen Parent Child Development Center (TPCDC)

OPEN: September 10, 2018

EXEMPT: No

SALARY: \$14.90 - \$15.87 p/h Grant Funded

SHIFT: Day

LOCATION: TPCDC

DURATION: Regular Full Time

(Grant Ends: 8/31/2019)

CLOSES: September 14, 2018

JOB CODE:

DIVISION: Education

DEPARTMENT: TPCDC

SUPERVISOR: TPCDC Manager

VACANCIES: 1

JOB SUMMARY: Under the supervision of the TPCDC manager the Cook will be responsible for grocery shopping, cooking and assist providing class room teacher's lunch breaks. The position requires following USDA Child and Adult Care food patterns, and Washington State Department of Early Learning guidelines for the care of children's health and nutritional needs, and meeting safety and environment standards. This is a 12 month position funded by the 2018-2019 Extended Duration of Services Grant.

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

Cook duties:

1. Make grocery list and request work orders for purchase of food in a timely manner
2. Use personnel vehicle to shop on a weekly basis or as needed
3. Prepare two meals and one snack a day following USDA regulations
4. Follow established guidelines for managing special dietary needs
5. Follow individual health plans for child's nutritional needs
6. Document as required by USDA regulations
7. Maintain, clean and sanitize the kitchen daily to meet health and safety standards.
8. Clean refrigerators (kitchen and classroom) , microwave, and all small kitchen appliances and stove monthly or as needed
9. Remove garbage daily or as needed from kitchen
10. Store cleaning supplies to comply with health and safety regulations
11. Report any concerns to program manager
12. Keep documentation of procedures describing policies and frequency for cleaning turn in weekly to program manager
13. Inventory and order facility and kitchen cleaning supplies and paper supplies

Relief classroom assistant duties:

1. Relieve Early Head Start teachers for scheduled breaks and support them when not performing regular job duties.

MINIMUM QUALIFICATIONS:

- High School Diploma or GED
- 1 year experience working as a cook in a paid position.
- 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:

- Ability to work as a flexible and cooperative team member
- Ability to maintain a high level of ethical behavior and confidentiality regarding information about infants and their parents
- Experience following USDA ACF guidelines for ages Infant to 5 year olds.
- Ability to maintain strict confidentiality at all times.

•

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.
- Position requires extensive Criminal Background Check.
- Position is grant funded that will end on August 31, 2019. If additional funding is received this position will need to be reviewed for grading purposes
- Position is subject to Department of Early Learning background check and finger printing
- Must be at least twenty-one years of age
- Follow all of the child development centers practices
- Maintain regular, punctual and satisfactory attendance
- Must have a negative TB skin test
- Must maintain a current food handlers certificate
- Must have HIV/AIDS and blood borne pathogen and mandatory reporter training
- Must possess and a first aid and infant CPR aid card and participate in training annually.

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.