



# 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:** Woodcutter/Community Services (CS) Assistant

**OPEN:** September 14, 2018

**EXEMPT:** No

**SALARY GRADE:** (3) \$10.85 - \$12.15 p/h

**SHIFT:** Day

**LOCATION:** CF Warehouse

**DURATION:** Regular Full Time

**CLOSE:** September 20, 2018

**JOB CODE:**

**DIVISION:** Community Services

**DEPARTMENT:** Commodity Foods (CF)

**SUPERVISOR:** CS Program Manager

**VACANCIES:** 1

**JOB SUMMARY:** Woodcutter/CS Assistant will work with the Lead Woodcutter for LIHEAP households receiving wood for heating their homes. Woodcutter/CS Assistant will assist with maintenance of the vehicles, and all equipment for the Lummi Elder Wood Program.

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

1. Cut, split, and stack wood.
2. Coordinate with CS staff to ensure wood length is good for each individual Senior.
3. Clock in daily at the Lummi Community Services
4. Participate in training as requested to maintain distribution management skills.
5. Assist with unloading Multi-Commodity Food Truck monthly.
6. Assist with Community Services Community Events for Holidays, N.E.P.,
7. Assist with Food Bank Distribution.
8. Participate in training as requested, Food Handler Card, CPR, etc.

## **MINIMUM QUALIFICATIONS:**

- High School Diploma or GED
- Lummi/Native American/Veteran preference policy applies.

## **KNOWLEDGE, ABILITIES AND SKILLS:**

- Ability to operate office equipment, phone, fax, copy machine,
- Ability to be a Team worker,
- Ability to answer general questions about Community Services from the public.
- Ability to learn and work well with other staff members.
- Ability to maintain 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.
- Dependability required due to small work force.

### **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](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.