



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: Certifier

Commodity Foods

Community Services (CS)

OPEN: October 8, 2018

EXEMPT: No

SALARY GRADE: \$15.00 flat Grant Funded

SHIFT: Day

LOCATION: Commodity Foods

DURATION: Regular Full Time (Special Projects)

Grant Ends 9/30/2019

CLOSES: October 12, 2018

JOB CODE:

DIVISION: CS

DEPARTMENT: Commodity Foods

SUPERVISOR: CS Program Manager

VACANCIES:1

JOB SUMMARY: Commodity Foods Certifier is to ensure orderly Certification Process, schedule appointments, process recertifications. Position is responsible to use automated inventory system and all related computer programs for certifying Commodity clients. Filing of all Commodity foods forms, memos, related mail kept updated. Greet the public in professional courteous manner.

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

1. Knowledge of, or be willing to learn the Food and Nutrition Service 501 handbook. Handbook covers all aspects of Commodity Foods from Certification of clients and inventory control and filing and other related office duties.
2. Assist clients with Commodity Foods shopping lists when requested and may take shopping lists in advance to speed up distribution at the appointed time
3. Assist with Commodity Foods Distribution including, inventory control, 152 Report, DOD Fresh Fruit and Vegetable ordering scheduling clients.
4. Assist with ordering Commodity Foods with WEBSCM computer website and for monthly receipts of shipments of USDA Commodity Foods.
5. Responsible to use computer programs, Automated Inventory System, Windows and all related programs to certify Commodity foods clients.
6. Assist with Communicating with public for Squol-Quol articles, photos, posters, and brochures for Commodity foods events.
7. Answer the telephone and fax when needed.
8. Attend raining as required i.e., Food handlers Permit CPR, etc.
9. Responsible to assist with community based relief and outreach services for Community Service Program consistent with Lummi Emergency Management plan.

MINIMUM QUALIFICATIONS:

- High School Diploma or GED
- 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:

- Work experience using standard office equipment, data entry, 10 key calculator, fax, copy machine, and MS Office programs, *preferred*.
- Ability to operate office equipment, word processing, calculator, fax, copy machine, and computer programs.
- Ability and willing to learn
- Ability to work in team environment
- 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 **Grant Ends 9/30/2019**. If additional funding is received this position will need to be reviewed for grading purposes

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.