



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 II

Early Learning Programs (ELP)

OPEN: October 9, 2018

EXEMPT: No

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

SHIFT: Day and Evening

LOCATION: Early Learning Center

DURATION: Regular Full Time

CLOSES: October 16, 2018

JOB GRADE:

DIVISION: Education

DEPARTMENT: ELP

SUPERVISOR: Admin. Assistant

VACANCIES: 1

JOB SUMMARY: Under the supervision and direction of the Administrative Assistant, prepares and cooks healthy and well-balanced meals for students and parent activity play groups.

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES: Includes the following and other related duties:

1. Assists cooks preparation of school meals and delivers school meals or side items.
2. Serves food portions according to USDA standards.
3. Monitors and records temperature of freezer and cooler.
4. As directed, cleaning and sanitizing of kitchen.
5. Ensures Federal, State, and Tribal food code regulations are followed.
6. Assists in preparing and delivering meals daily.
7. Washing dishes with commercial dish washer.
8. Cooks for parent activity play groups.
9. Be willing to fill in for 8 hour shifts within education departments of ELP, TPCDC and Home Base varying from 7:30am to 7:00pm.

MINIMUM QUALIFICATIONS

- High School Diploma or GED
- Lummi/Native American/Veteran's preference policy applies.
- Participate in USDA or other food services training (may require travel)
- Must have a valid Food Handler's card or able to obtain one.
- First Aid, CPR card or willing to obtain one during orientation.

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 seek out work that needs to be completed.
- Knowledge of safely using cleaning chemicals.
- Ability to follow written and oral instructions.

REQUIREMENTS:

- Must have or acquire (next available class) first aid and infant CPR training
- Must have a physical and TB test every two years.
- Must possess a valid Washington State Driver's license and meet eligibility requirements for tribal insurance.
- Current Health Card.
- 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 regular contact with or control over Indian children and is therefore subject to extensive criminal background check and CAMIS check.
- TB skin test.

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.