

Lummi Nation School

Educational Excellence for the Future



2334 Lummi View Drive / Bellingham, WA 98226

Ph. (360) 758-4300 Fax: (360) 758-3152

JOB ANNOUNCEMENT

JOB TITLE: Cook I

OPEN: October 30, 2018

EXEMPT: No

SALARY GRADE: (4) \$12.47-\$13.97 per hour

SHIFT: Day

LOCATION: Lummi Nation School

DURATION: Regular Full Time/School Year Only

CLOSE: November 12, 2018

JOB CODE:

DIVISION: Education

DEPARTMENT: Lummi Nation School

SUPERVISOR: Kitchen Manager

VACANCIES: 1

JOB SUMMARY: Under the direction and supervision of the Kitchen Manager: prepares and cooks healthy and well-balanced meals for students.

JOB RESPONSIBILITIES:

1. Food prep for school meals.
2. Prepares, cooks and serves school meals or side items.
3. Serves food portions according to USDA standards.
4. Monitors and records temperature for freezer and cooler.
5. As directed, cleaning and sanitizing of kitchen.
6. Ensures federal, state, and tribal food code regulations are followed.
7. Other duties as assigned.

KNOWLEDGE, ABILITIES AND SKILLS:

1. Training in child nutrition, HACCP (Hazard Analysis Critical Control Points) codes.
2. Ability to utilize, maintain and clean commercial kitchen equipment.
3. Ability to maintain good working relationships with staff and students.
4. Ability to work in a fast paced environment.
5. Must be able to safely lift a minimum of 50 pounds.
6. Ability to seek out work that needs to be completed.
7. Ability to follow written and oral instructions.
8. Knowledge of safety rules, regulations, and procedures as per USDA guidelines.
9. Knowledge of safely using cleaning chemicals.
10. Working knowledge of USDA meal pattern requirements.
11. Must follow LIBC rules of conduct that will protect the interests and safety of all employees
12. Demonstrated ability to work with Native American students, preferred.

MINIMUM REQUIREMENTS:

1. Lummi / Native American / Veteran's preference policy applies.
2. Must have a valid Food Handler's Card, or able to obtain within 30 days of hire.
3. Willingness to participate in job related training.
4. Preferred USDA food services training.

5. First Aid, CPR card or must be willing to obtain one during orientation.
6. Previous work experience with school students and teachers preferred.
7. Must be able to adhere to strict attendance expectations of the Lummi Nation School.
8. Excellent customer service – must be friendly, approachable and willing to listen to ideas to improve menu or operations.
9. Must pass a Drug and Alcohol Test as required by the LIBC Drug and Alcohol Free Workplace Policy.

REQUIRED:

- This position requires regular contact with or control over Indian children and is therefore subject to successful and extensive criminal background check, CAMIS background check, with Washington State Patrol and Federal Bureau of investigation Fingerprint Clearance.
- 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.
- Proof of U.S. Citizenship.

TERMS OF EMPLOYMENT:

- All elements of this job description apply.
- Academic School Year.
- Salary depends on qualifications.

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