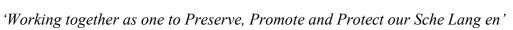


Lummi Indian Business Council

2665 Kwina Road · Bellingham, Washington 98226 · (360) 312-2000





JOB ANNOUNCEMENT JOB TITLE: Head Cook Early Learning Programs (ELP)

OPEN: October 20, 2020 **CLOSES:** October 27, 2020

EXEMPT: No **JOB CODE:**

SALARY: (7) \$18.97-\$21.25 p/h DOE **DIVISION**: Education

SHIFT: Day

LOCATION: Early Learning Center

DEPARTMENT: Early Learning Programs
SUPERVISOR: Early Learning Director

DURATION: Regular Full-Time **VACANCIES**: 1

JOB SUMMARY: Directly supervise and coordinate the daily operations of the Early Learning Center kitchen and staff; in accordance with funding regulations and program policies. Plan, prepare, and cook healthy and well-balanced meals for up to 181 children ages 1 year to 5 years of age.

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

- 1. Supervise kitchen staff to complete daily meal service
- 2. Using USDA requirements: plan program menus and have them approved by a nutritionist.
- 3. Submit monthly USDA claims.
- 4. Order food, milk, and kitchen supplies.
- 5. Create and implement a schedule to ensure the kitchen is cleaned and sanitized daily.
- 6. Ensure that meals meet the allergy needs of children.
- 7. Maintain files for food services.
- 8. Ensure meals are prepared, cooked, and served.
- 9. Ensure meals meet the allergy needs of children.
- 10. Produce and use standard recipes.
- 11. Serve meal patterns and food portions according to USDA standards.
- 12. Maintain proper rotation of product following FIFO (First in, First Out) policy.
- 13. Verify the food orders received from vendors, stock as necessary.
- 14. Ensure temperature log for freezer and cooler are maintained.
- 15. Assist in cleaning and sanitizing kitchen.
- 16. Ensure Federal, State, and Tribal food code regulations are followed.
- 17. Maintain documents for CACFP audits, recipes, child nutrition labels.

MIMIMUM QUALIFICATIONS

- High School Diploma or GED
- Minimum 3 years' experience working/cooking in a school or commercial kitchen.
- 1 year supervisory experience.
- Must have a valid Food Handler's card or able to obtain one upon hire.
- First Aid, CPR card or willing to obtain one during orientation.

- Must 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:

- 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 passed environment.
- Must be able to safely lift a minimum of 50 pounds
- Ability to follow written and oral instructions. Computer skills, must type 40 words a minute

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.
- This position requires regular contact with or control over Indian children and is therefore subject to extensive criminal background check and CAMIS check.
- Must have or acquire (next available class) first aid and infant CPR training
- Must have a physical and TB test every two years.
- Must have MMR immunization upon hire.
- Must have reliable transportation, possess and maintain a valid Washington State driver's license and meet eligibility requirements for Tribal insurance.
- Participate in USDA or other food services training (may require travel)

TO APPLY:

To obtain a Lummi Indian Business Council (LIBC) application go to: https://www.lummi-nsn.gov/widgets/JobsNow.php 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.