

Lummi Nation School

Educational Excellence for the Future



2334 Lummi View Drive / Bellingham, WA 98226

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'Working together as one to Preserve, Promote and Protect our Sche Lang en'

JOB ANNOUNCEMENT

JOB TITLE: Kitchen Aid

OPEN: October 30, 2020

EXEMPT: No

SALARY: \$15.00

SHIFT: Day

LOCATION: Lummi Nation School

DURATION: Temporary

CLOSES: November 9, 2020

JOB CODE:

DIVISION: Education

DEPARTMENT: LNS Food Services

SUPERVISOR: Kitchen Manager

VACANCIES: 4

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

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

1. Provide excellent customer service
2. Practice punctuality, and reliability on the job.
3. Trouble shoot scheduling difficulties and anticipate problems.
4. Follow established mandatory reporting: (1) elder abuse, and (2) child abuse/neglect, (APS /CPS and Lummi Law Enforcement).
5. Ability to utilize, maintain and clean commercial kitchen equipment.
6. Ability to maintain good working relationships with staff and students.
7. Ability to work in a fast-paced environment.
8. Ability to seek out work that needs to be completed.
9. Ability to follow written and oral instructions.
10. Assists cook with food preparation and cooking
11. Serves proper food portions according to USDA standards
12. Stores left over food according to storage procedures
13. Knowledge of safely using cleaning chemicals.
14. Ability/experience to work with Native American students, *preferred*
15. Assist with packaging and preparing food distribution bags to students.
16. Assist with delivering the food products/bags to the Lummi Nation students and community.
17. Transporting can be a demanding situation at times, several transports back and forth from the LNS, and could consist of long days.
18. Other duties as assigned.

MINIMUM QUALIFICATIONS:

- High School Diploma or GED
- Possess valid Food Handler's Card, or able to obtain within 30 days of hire.
- Possess First Aid, CPR card or obtain one during orientation.
- USDA food services training, *preferred*

- Must possess and maintain a valid Washington State Driver's license and meet eligibility requirements for tribal
- Lummi/Native American/Veteran preference policy applies.

KNOWLEDGE, ABILITIES AND SKILLS:

- Ability to communicate well with tribal members, Lummi Nation School staff and coworkers, LIBC departments, community, state and federal agencies.
- Ability to lift at least 50 lbs.
- Ability to attend required trainings, as needed.
- Ability to work flexible hours.
- Knowledge and application of confidentiality and FERPA regulations.

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 an extensive Criminal Background Check and CAMIS Check with Washington State Patrol and Federal Bureau of investigation Fingerprint Clearance.
- Must follow LIBC rules of conduct that will protect the interests and safety of all employees
- Proof of U.S. Citizenship.
- Must be able to adhere to strict attendance expectations of the Lummi Nation School.
- Customer service skills – must be friendly, approachable and willing to listen to ideas to improve menu or operations.

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.