



# 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:** Food Sovereignty Compliance & Safety Officer

**OPEN:** September 27, 2022

**EXEMPT:** No

**SALARY:** \$40.00 p/h DOE

**SHIFT:** Day

**LOCATION:** Admin Building

**DURATION:** Regular Full-Time

**Grant Ends 12/31/2023**

**CLOSES:** October 12, 2022

**JOB CODE:**

**DIVISION:** Administration

**DEPARTMENT:** GM

**SUPERVISOR:** General Manager

**VACANCIES:** 1

**JOB SUMMARY:** The Food Sovereignty Compliance Officer will be responsible for, in accordance with Title 41A – Food Sovereignty Code for ensuring that all policies and procedures relating to food safety, facilities/operations safety, material handling certifications, compliance of any and all applicable regulations, along with compliance training is maintained for the Lummi Nation.

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

1. Prepare plans and develop programs in accordance with the purpose of the Food Sovereignty Code;
2. Develop criteria, standards, forms, and a fee structure for permits; administer the permitting processes required to implement this Code; and, when necessary, coordinate permit review in cooperation with other departments and agencies of the Lummi Nation;
3. Receive technical assistance and support from the Health Advisor and Public Health Director for the purposes of interpreting and enforcing the Code and any regulations promulgated hereunder;
4. Consult with LIBC committees, commissions, and boards on the administration and enforcement of this Code;
5. Coordinate with local, state, and federal health departments regarding an outbreak that may affect individuals outside the reservation;
6. Conduct inspections to determine whether the requirements of this Code or regulations promulgated hereunder are being fulfilled;
7. Enter, or designate staff members to enter, upon lands and other property within the external boundaries of the Lummi Reservation and trust lands, at all reasonable times or after obtaining an order from the Tribal Court if the owner, lessee, sublessee, assignee, or permittee refuses to consent to entry, for the purposes of conducting investigations and ensuring compliance with permits, this Code, and any regulations promulgated hereunder;
8. Impose corrective actions, fines, and issuance of such orders, including emergency restraining orders and cease and desist orders, as may be necessary to enforce the provisions of this Code; of any regulations promulgated hereunder; or of any permit, order, plan, determination, policy,

guideline, or rule developed in accordance with this Code; initiate, in consultation with the Office of Reservation Attorney, enforcement proceedings before the Tribal Court or in other courts of competent jurisdiction for violations of this Code, including injunctive relief, and appear in proceedings before the Tribal Court, Tribal Court of Appeals, and any other court of competent jurisdiction;

9. Conduct conferences and, by subpoena, compel the attendance and testimony of persons and the production of any books, records, and papers of any person, and examine under oath, either orally or in writing, any person or agent, or any other witness; and
10. Exercise all other authority delegated by law or as may reasonably be necessary in the administration or enforcement of this Code and the regulations promulgated hereunder.
11. Other duties as assigned.

#### **MINIMUM QUALIFICATIONS:**

- High School diploma or GED
- Bachelor's degree in related field *preferred*, or combination of work experience and education may be considered for the right candidate.
- HACCP, FDA, USDA Food Safety regulations training within 90 days of hire.
- 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:**

- Proficient in MS Word and Excel required.
- Candidate must have strong organizational, warehousing knowledge, interpersonal, written, and oral communications skills.
- Candidate must be motivated self-starter, team player and have demonstrated problem solving and decision-making abilities.

#### **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 **December 31, 2023**. If additional funding is received this position will need to be reviewed for grading purposes
- Able to lift 25-50 lbs.
- Able to stand and/or walk for significant periods of time.
- Must be fully vaccinated for COVID-19 including two (2) doses of a 2-dose series, or one (1) dose of a 1-dose series, plus 14 days beyond the final dose prior to the start date.

#### **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](mailto: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.