



# 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

Lummi Counseling Services (LCS)

**OPEN:** October 13, 2022

**EXEMPT:** No

**SALARY:** (7) \$18.97-\$21.25/hr. DOE

**SHIFT:** Flexible

**LOCATION:** 2616 Kwina Rd.

**DURATION:** Regular Full-Time

**CLOSES:** October 27, 2022

**JOB CODE:**

**DIVISION:** General Manager

**DEPARTMENT:** Lummi Counseling Services

**SUPERVISOR:** Program Assist. Josie Jones

**VACANCIES:** 1

**JOB SUMMARY:** The cook will oversee operations of the food program at the Lummi Counseling services which will include meal planning, cooking and preparation, and cleaning. Ensures adherence to Health Food Program Guidelines and Public Health regulations regarding food storage and preparation. Keep kitchen organized and running efficiently. Will order all food and ensure proper food handling, sanitation and follow food storage procedures.

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

1. Cook and prepare nutritious meals and snacks for client attending groups at the Lummi Counseling Services.
2. Will also prepare deliver and cook meals for the six patients at the Lummi Stabilization and Withdrawal Management (Detox) Facility.
3. Plan and purchase all food and necessary supplies needed to provide food service.
4. Cooks a wide range of foods, soups breads, salads, main dishes and desserts keeping a simplified menu.
5. Plan a weekly and daily menu for breakfast, lunch and dinner approved by supervisor and within budget allocation.
6. Have meals ready to serve on time for scheduled group therapy.
7. Practice safe food handling techniques in food preparation and storage.
8. Maintain clean, germ free kitchen by disinfecting and organized on a daily basis
9. Will be responsible for all kitchen pots, pans electrical equipment and supplies by keeping inventory and keeping unauthorized people out of the kitchen.
10. Will be responsible for ordering food, shopping and pick-up as needed.
11. Perform food prep work early in the day for main dishes for the day's needs.
12. Follow Special dietary directions for people with allergies and food sensitivities provided by Physicians and medical staff.
13. Will be expected to show up for work showered, well- groomed, good hygiene and wearing clean uniform provided by company.
14. Attends training and workshops that are job related as needed.

**MINIMUM QUALIFICATIONS:**

- High School Graduate or GED equivalent.
- 3 years experience working as a cook for a program or school.
- Must have a Washington state food handler's permit or willing to obtain.
- 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:**

- Must have knowledge in operating all kitchen equipment such as garbage disposal, blenders, mixer, dishwasher and microwave.
- Must have knowledge of planning meals as well as shopping and ordering food.
- Must know the importance of providing clients with nutritional meals that will improve client's health status.
- Knowledge of the HIPPA Law that protects the rights and confidentiality of clients.
- Must be able to lift heavy pots and grocery supplies.
- Must be reliable and manage all cooking tasks independently with- out supervision.
- Must have the ability to prepare good nutritional meals for 12 people or more.
- Must know the importance of keeping a kitchen clean and disinfected to prevent illness.
- Must keep records and have knowledge of ordering or shopping for food.
- Must practice the proper hand washing techniques and use of gloves correctly when required.
- May be required to wear hair nets, hats, or beard nets to keep food from getting contaminated.

**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.
- Must have HIV/AIDS and Airborne pathogens eight (8) hour training or willing to take the next available class.
- Must provide evidence of CPR training or be willing to register in the next available class.
- Must be Alcohol/Drug Free for the past 3 years.
- Must be willing to travel for training and professional development.
- 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.