



# 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:** Administrative Assistant  
Commodity Foods  
Community Services (CS)

**OPEN:** February 5, 2019

**EXEMPT:** No

**SALARY GRADE:** \$12.12 flat Grant Funded

**SHIFT:** Day

**LOCATION:** Commodity Foods

**DURATION:** Regular Full Time

**\*\*Grant Ends 09/30/2019\*\***

**CLOSES:** February 12, 2019

**JOB CODE:**

**DIVISION:** CS

**DEPARTMENT:** Commodity Foods

**SUPERVISOR:** CS Program Manager

**VACANCIES:** 1

**JOB SUMMARY:** Responsible to provide administrative support for Lummi Community Services staff food distribution program. Accept applications for, Commodity Foods, answer phones, and make appointments for Commodity Foods. Must have knowledge of, or be willing to learn the Automated Inventory System and all related computer programs for certifying Commodity Food clients.

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

1. Distribute Commodity Foods at the warehouse to clients as scheduled in a courteous and efficient manner.
2. Deliver commodities to homebound Lummi Elders once a month.
3. Prepare Annual FNS 101 Report
4. Prepare statistical reports monthly for commodity food program for Director
5. Assist Director with residence verification for Commodity Foods.
6. Responsible to know of the Food and Nutrition Service Handbook 501.
7. Coordinate preparation of Commodity Foods Shopping Lists and may take shopping lists in advance to speed up distribution at appointed times.
8. Receive monthly shipments of USDA Commodity Foods.
9. Responsible to be familiar with the Nutrition Ed program. Lead cook for Commodity Foods Demonstrations.
10. Answer telephone and monitor and distribute incoming faxes as needed.
11. Participate in training as requested to maintain distribution management skills.
12. Attend training as requested, Food Handler Card, CPR, etc.
13. Responsible to assist with community based relief and outreach services for Community Service Program consistent with Lummi Emergency Management plan.

### **MINIMUM QUALIFICATIONS:**

- High School Diploma or GED
- **OR** 2 years experience working with the Commodity Foods program.
- 1 year customer service work experience
- 1 year working experience in office setting.

- 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:**

- Ability to operate copy machine, fax, answer telephones, and maintain files.
- Computer skills using MS Office programs (word, Excel, power point, publisher)
- Knowledge of or be willing to learn distributing Commodity Foods.
- Ability to work well with other staff members, clients, and public in general.
- Ability to maintain strict confidentiality at all times.
- Ability to maintain Office and client files.
- Possess good communication skills verbally and in writing.

**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 **September 30, 2019**. If additional funding is received this position will need to be reviewed for grading purposes

**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](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.