

# 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:** Cook I

**\*\*Re-Advertise\*\***

**OPEN:** January 4, 2023

**EXEMPT:** No

**SALARY:** (5) \$15.21-\$17.13/hr. DOE

**SHIFT:** Day

**LOCATION:** Lummi Nation School

**DURATION:** Regular Full-Time (SY 10 Month)

**CLOSES:** Until Filled

**JOB CODE:**

**DIVISION:** Education

**DEPARTMENT:** Food Services

**SUPERVISOR:** Kitchen Manager

**VACANCIES:** 2

**JOB SUMMARY:** Under the direction and supervision of the Kitchen Manager: prepares and cooks healthy and well-balanced meals for students. Work schedule is M-F 6:00 a.m. to 2:30 p.m. during the school year and summer school (when applicable)

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

1. Food prep for school meals.
2. Prepare, cooks, and serves school meals or side items.
3. Serve food portions according to USDA standards.
4. Monitor and record temperature for freezer and cooler.
5. As directed, cleaning and sanitizing of kitchen.
6. Ensure federal, state, and tribal food code regulations are followed.
7. Other duties as assigned.

### **MINIMUM QUALIFICATIONS:**

- High School Diploma or GED
- Must possess a valid Food Handler's Card, or able to obtain within 30 days of hire.
- First Aid, CPR card or obtain one during orientation.
- USDA food services training, *preferred*
- Work experience with K-12 school students and teachers, *preferred*
- Lummi/Native American/Veteran preference policy applies.

### **KNOWLEDGE, ABILITIES AND SKILLS:**

- Training in child nutrition, HACCP (Hazard Analysis Critical Control Points) codes.
- Ability to utilize, maintain and clean commercial kitchen equipment.
- Ability to maintain good working relationships with staff and students.
- Ability to work in a fast paced environment.
- Ability to safely lift a minimum of 50 pounds.
- Ability to seek out work that needs to be completed.
- Ability to follow written and oral instructions.
- Knowledge of safely using cleaning chemicals.
- Ability/experience to work with Native American students, *preferred*

- Working knowledge of USDA K-12 meal pattern requirements.
- Knowledge of safety rules, regulations, and procedures as per USDA guidelines.

**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.
- 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

**TERMS OF EMPLOYMENT:**

- All elements of this job description apply.
- Academic School Year (10 Month), including summer school when applicable.
- Salary depends on qualifications.
- SY 10 Month Employee

**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.