



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)

Re-Advertise

OPEN: October 30, 2024

EXEMPT: No

SALARY: \$20.00/hr. DOE

SHIFT: Day

LOCATION: Commodity Food

DURATION: Regular Full Time

CLOSES: Until Filled

JOB CODE:

DIVISION:CS

DEPARTMENT: Commodity Foods

SUPERVISOR: FS Director

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.

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 Commodity Food Clients once a month.
3. Assist with Monthly 152 Report,
4. Responsible to know of the Food and Nutrition Service Handbook 501.
5. Coordinate preparation of Commodity Foods Shopping Lists and may take shopping lists in advance to speed up distribution at appointed times.
6. Receive monthly shipments of USDA Commodity Foods.
7. Assist with maintenance of Warehouse inside and surrounding grounds
8. Answer telephone and monitor and distribute incoming faxes as needed.
9. Participate in training as requested to maintain distribution management skills.
10. Attend relevant training as requested, Food Handler Card, CPR, etc.
11. 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
- Previous experience working with similar Foods programs.
- 2 years customer service work experience
- 2 years working experience in office setting.

- 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:

- 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 Criminal Background Check.
- Position is grant funded that will end on **September 30 of each year**. 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: <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.