



# 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 I

Senior Program (SP) Little Bear Creek (LBC)

**OPEN:** May 13, 2019

**EXEMPT:** No

**SALARY:** (4) \$12.47-\$13.97 per hour DOE

**SHIFT:** Day

**LOCATION:** Little Bear Creek

**DURATION:** Regular Full Time

**CLOSES:** May 28, 2019

**JOB CODE:**

**DIVISION:** Lummi Family Services

**DEPARTMENT:** Lummi Senior Program

**SUPERVISOR:** Head Cook/Manager LBC

**VACANCIES:** 1

**JOB SUMMARY:** This is cook position to assist when emergent issues arise that Head Cook and Cook I are not available. Cook II will work with other cooks to prepare and clean the kitchen, prep cook, set up and cook the main meal on weekends, and clean up after meal he/she prepared.

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

1. Responsible for following directions of the Head Cook in following the menu, maintaining food supplies, serving and cleaning.
2. Responsible for receiving, marking and having food items stored for use of all cooking staff.
3. Ensuring all food supplies are used in accordance with the menu plan.
4. Follow the direction of Head Cook in the planned menu and complying with USDA Nutrition Standards, and consider dietary needs of elders and other persons with disabilities.
5. Use of teamwork in monitoring cleanliness and readiness of services provided throughout preparation of this event.
6. Responsible for tables, utensils and other areas within the event of dinner are kept clean and sanitized, i.e. wash tables, sweep and mop floors, keep coffee/tea area clean at all times.
7. Shall be pleasant, friendly and respectful to all participants

### **MINIMUM QUALIFICATIONS:**

- Preferably three (3) years experience providing congregate meals for large groups
- Current Food Handlers Certificate Required
- Lummi/Native American/Veteran preference policy applies.

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

- Knowledge of Nutritional Standards for Seniors
- Ability to perform First Aide/CPR if needed
- Enough cooking and prep skills to work independently with little to no supervision
- Demonstrate desire to help people and enjoy working with the elderly
- Good attitude, promoting the morale of the Annual Lummi Elders Day Celebration event

- Knowledge of the sensitivity of vulnerable elders and emotions,
- Must maintain strict confidentiality at all times.

**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.

**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.