



# 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: Nutritional Cook**

**OPEN:** March 3, 2026

**EXEMPT:** No

**SALARY:** (8) \$23.05- \$25.96/hr. DOE

**SHIFT:** Day

**LOCATION:** Kwensot Qelat Village

**DURATION:** Regular Full Time

**CLOSES:** March 18, 2026

**JOB CODE:**

**DIVISION:** Health & Human Services

**DEPARTMENT:** Policy

**SUPERVISOR:** Health Housing Manager

**VACANCIES:** 1

**JOB SUMMARY:** This job prepares and cooks meals for KQV residents and clients. Cooking involves preparing large quantities of simple, nutritious, and culturally appropriate meals for KQV Pallets. Focusing on food safety (USDA/FDA standards) Must have traditional food background and able to coordinate with other departments and collaborate with outside entities donating food and goods. Working with shelter staff to understand needs, donation procedures, and drop-off times. Will oversee serving and clean up at the KQV facility. This position also plans, orders and prepares and delivers all cooked meals at facility. Estimate meal orders, plan meals, assemble ingredients and supplies and cook and bake meals for a high volume of people. Demonstrate respect for diversity and commitment to trauma-informed, recovery-oriented care.

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

1. Estimate meal orders, plan meals, assemble ingredients and supplies and cook and bake meals for a high volume of people.
2. Be able to cook traditional meals and coordinate gathering and canning traditional foods.
3. Identify the amount of food necessary for meals, order food and supplies to meet needs of two kitchen facilities.
4. Maintain inventory of food, supplies and equipment; store and utilize food and supplies effectively in kitchen facility.
5. Clean worksite; maintain good housekeeping and sanitary conditions for kitchen facility
6. Maintain a file of standardized recipes and instruct staff in the use and extension of these recipes.
7. Maintain equipment in good working condition and supervise its use.
8. Maintain accurate records; prepare necessary reports.
9. experience creating menus and placing orders.

10. Ability to plan menu, order large quantities of food and supplies for community events.
11. Menu planning ~ Culturally appropriate
12. Nutrition requirements Food service equipment. Basic nutritional guidelines.
13. Food service, including menu preparation, ordering, taking inventory, quality control and preservation.
14. Safety and sanitation procedures.
15. Cooking, baking and serving high-quality, nutritious meals.
16. Communication skills with vulnerable clients and Elders
17. Data entry of meal distribution and services rendered using the designated program software and/or kitchen facilities and mission tracking database
18. Other duties as assigned

**MINIMUM QUALIFICATIONS:**

- High school diploma or GED
- one (1) year of commercial cooking experience or experience preparing a variety of food in large quantities.
- Record keeping.
- Must possess and maintain a valid Washington State Driver's License and be eligible for tribal insurance
- Licenses or Certifications Required: Current and valid Washington state driver's license; current Food Handlers Permit; current First Aid/CPR certification.
- While performing the duties of this job, the employee is frequently required to stand, bend, reach, and lift, push or pull objects weighing up to 50 lbs.

**KNOWLEDGE, ABILITIES AND SKILLS:**

- Ability to make sound judgment in emergency situations when confronted with distraught or emotional clients.
- Must be attentive to detail; constantly following policies and procedures.
- Communicate effectively both orally and in writing.
- Must always maintain strict confidentiality.
- Complete HIPPA training upon hiring

**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.

**TO APPLY:**

To obtain a Lummi Indian Business Council (LIBC) application go to: <https://www.lummi-nsn.gov/widgets/JobNow.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.