

# Lummi Nation School

Educational Excellence for the Future



2334 Lummi View Drive / Bellingham, WA 98226 LNS (360) 758-4330 LNS HR (360) 758-4349

*'Working together as one to Preserve, Promote and Protect our Sche Lang en'*

## JOB ANNOUNCEMENT

**JOB TITLE:** Prep-Cook / Dishwasher

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

**OPEN:** March 5, 2026

**EXEMPT:** No

**SALARY:** Education LNS Salary Scale

**SHIFT:** Day

**LOCATION:** Lummi Nation School

**DURATION:** Regular Full Time SY 10 Month

**CLOSES:** March 13, 2026

**JOB CODE:**

**DIVISION:** Education

**DEPARTMENT:** LNS Food Services

**SUPERVISOR:** Kitchen Manager

**VACANCIES:**1

**JOB SUMMARY:** Under the direction and supervision of the Kitchen Manager, the Prep Cook / Dishwasher supports daily school food service operations by maintaining a clean, safe, and sanitary kitchen environment and assisting with basic food preparation for student and staff meals. This position plays a vital role in ensuring food safety, efficiency, and compliance with all federal, state, tribal, and school nutrition program requirements.

The Prep Cook / Dishwasher assists with dishwashing, sanitation, food preparation, storage, and meal service setup while following proper food handling procedures, civil rights requirements, and workplace safety standards.

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

1. Wash, sanitize, and properly store dishes, trays, utensils, and kitchen equipment after each meal service.
2. Operate and monitor the dishwashing machine, including checking water temperature and sanitation cycles to meet food safety standards.
3. Maintain cleanliness and organization of the dish room, kitchen, prep areas, storage areas, and dining spaces.
4. Sweep, scrub, and mop kitchen floors to ensure a clean and safe work environment.
5. Bag, remove, and properly dispose of kitchen trash and recycling at appropriate intervals.
6. Maintain adequate levels of detergents, sanitizers, and other cleaning supplies.
7. Assist with food preparation tasks, including washing, cutting, portioning, and packaging food items as directed.
8. Assist with meal service setup and breakdown for breakfast, lunch, and special events as needed.
9. Receive, stock, rotate, and store food, supplies, and utensils using proper FIFO (First In, First Out) procedures
10. Transfer food, supplies, and equipment between storage areas, preparation areas, and serving stations.
11. Arrange and store kitchen utensils, dishes, and equipment in an orderly and safe manner.
12. Maintain a professional, respectful, and customer-focused attitude when interacting with students, staff, and coworkers.
13. Participate in staff meetings, trainings, and required professional development activities.
14. Follow all USDA, state, tribal, and district school nutrition program requirements, including civil rights and nondiscrimination policies.
15. Perform additional duties as assigned by the Kitchen Manager to support cafeteria operations.

**MINIMUM QUALIFICATIONS:**

- High School Diploma or GED
- Have current Food Worker Card
- Must possess a valid Washington State Driver's license and meet eligibility requirements for tribal insurance *preferred*
- Lummi/Native American/Veteran preference policy applies.

**KNOWLEDGE, ABILITIES AND SKILLS:**

- Ability to work independently with minimal supervision and effectively as part of a team
- Ability to follow written and verbal instructions
- Basic knowledge of food safety and sanitation practices or willingness to be trained
- Ability to perform physical labor and lift up to 50 pounds
- Ability and willingness to work evenings/ weekends as requested or needed.

**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. This is comprised of: DCYF CAMIS Check, Washington State Patrol database check, Sex Offender Registry, Lummi Tribal Court System and Federal Bureau of investigation Fingerprint Clearance.
- Experience working within the Lummi Community with high-risk youth and families is preferred
- Must be able to adhere to strict attendance expectations of the Lummi Nation School.
- Complete or attend training in:
  - Substance abuse prevention and intervention
  - First Aid and CPR
  - Mandatory reporting

**TERMS OF EMPLOYMENT:**

- All elements of this job description apply.
- Salary depends on qualifications.
- Academic School Year, 10-month employment (including summer school when applicable)
- 90-Day Orientation Period applies

**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.