



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: Assistant Manager
Community Services (CS)

OPEN: July 9, 2026

EXEMPT: No

SALARY: \$27.50/hr. Grant Funded

SHIFT: Day

LOCATION: Commodity Foods Warehouse

DURATION: Grant Ends: 09/30 of Each Year

CLOSES: July 15, 2026

JOB CODE:

DIVISION: CS

DEPARTMENT: Commodity Foods

SUPERVISOR: Program Manager

VACANCIES: 1

JOB SUMMARY: Under direction of the Community Services Director, Assistant Director responsible to oversee day-to-day operations in the absence of the Director. Responsible to ensure orderly distribution, storage, inventory control, and ordering of supplies for the USDA Commodity Foods warehouse inventory.

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

1. Assist Manager Supervise CS staff for distribution of Community Service programs at the warehouse to clients as scheduled in a courteous and efficient manner.
2. Assist Director with Community Services budgets with monitoring, and tracking Quarterly,
3. Prepare Annual FNS 101 Report
4. Prepare statistical reports monthly for commodity food program for Director.
5. Assist Director with working with Lummi Planning Dept for Maintenance and Repair for Commodity Foods Buildings and grounds.
6. Responsible to know of the Food and Nutrition Service Handbook 501.
7. Coordinate preparation of monthly shipments of USDA Commodity Foods
8. Responsible to be familiar with the Nutrition Ed program.
9. Participate in training as requested to maintain distribution management skills.
10. Attend training as requested, Food Handler Card, CPR, etc.
11. Responsible to provide community-based relief and outreach services for Community Service Program consistent with Lummi Emergency Management plan.

MINIMUM QUALIFICATIONS:

- High school diploma or GED; and
- 5 years of work experience in community services
- Computer skills with proficiency Excel, program specific software, and MS WORD
- 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:

- Experience operating warehouse equipment including forklift, hydraulic jack, cleaning equipment.
- Ability to knowledge of confidentiality
- Willing to learn and work well with other staff members and be dependable.
- Must have dependable work attendance required due to small workforce.

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: <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.