



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: Kitchen Lead

OPEN: July 28, 2026

EXEMPT: No

SALARY: (9) \$26.48-\$29.82 hr. DOE

SHIFT: Day

LOCATION: SWMS

DURATION: Regular Full Time

CLOSES: August 11, 2026

JOB CODE:

DIVISION: Policy

DEPARTMENT: SWMS

SUPERVISOR: Operations Manager

VACANCIES: 1

JOB SUMMARY: The Kitchen Lead supports daily meal delivery and food service operations within the Lummi Nation Secure Withdrawal Management Services (SWMS) facility. This position supervises the Kitchen Assistants who are tasked with food delivery of meal service, kitchen sanitation, and inventory to ensure patients receive safe, nutritious meals in a clean and orderly environment. The Kitchen Lead works under established food safety guidelines and supports a structured, therapeutic, and recovery-oriented setting.

The Kitchen Lead provides direct supervision of the kitchen staff. This role provides day-to-day leadership to kitchen staff, which requires attention to cleanliness, food safety, and respectful interaction with patients and staff. The Kitchen Lead performs duties with professionalism, cultural sensitivity, and alignment with Tribal values while supporting patient health, safety, and wellness.

This is a 24-hour facility and meals will be provided seven days per week inclusive of weekends and rotating holidays.

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

1. Lead and supervise daily kitchen operations within the SWMS facility to ensure food safety.
2. Provide day-to-day guidance, oversight, and support to kitchen staff, including shift coordination and coverage.
3. Participate in hiring, onboarding, training, scheduling, and performance management of kitchen staff.
4. Conduct periodic and annual performance evaluations for supervised staff and implement corrective action plans when necessary.
5. Oversee inventory, ordering, storage, and proper use of kitchen supplies and equipment.
6. Serve as the primary liaison for contracted vendors and service providers, including food service contractors, ensuring coordination of deliveries.
7. Responsible for all food delivery in accordance with approved menus, dietary guidelines, and safety standards.
8. Warm, portion, and serve meals to patients in a timely and sanitary manner.

9. Ensure all kitchen, dining, and food storage areas are clean, organized, and maintained according to sanitation and infection control standards.
10. Wash, sanitize, and store dishes, utensils, cookware, and kitchen equipment.
11. Monitor and maintain food inventory, including receiving, storing, and rotating supplies to prevent spoilage.
12. Follow all food safety regulations, including temperature control, proper handling, and labeling.
13. Maintain kitchen equipment and tools, reporting maintenance needs to the Facilities Supervisor.
14. Support a trauma-informed, recovery-oriented environment, interacting respectfully with patients and staff.
15. Maintain confidentiality regarding patient and facility information.
16. Participate in required staff training, safety drills, and team meetings.
17. Perform other duties as assigned to support safe, effective, and culturally respectful food service operations.

MINIMUM QUALIFICATIONS:

- High school diploma or GED required.
- One year of experience leading, training, coordinating, or supervising staff or volunteers in a food service environment.
- Two years of progressively responsible experience in food service, kitchen operations, institutional dining, catering or commercial kitchen environments.
 - Healthcare, residential, behavioral health, corrections, or other institutional food service experience *preferred*.
 - Experience coordinating with contracted food service or nutrition vendors *preferred*.
- Food Handler's Card or ability to obtain within 30 days of hire.
- 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:

- Knowledge of food preparation, sanitation, and infection control practices in a healthcare or residential setting.
- Skill in organizing inventory, receiving deliveries, and rotating food supplies to prevent spoilage.
- Knowledge and understanding of confidentiality and HIPAA/Tribal privacy standards.
- Skill in cleaning, sanitizing, and maintaining kitchen equipment and work areas.
- Ability to work independently and as part of a team in a structured and secure facility.
- Ability to follow facility policies, dietary guidelines, and food safety regulations consistently.
- Knowledge of workplace safety procedures, including proper use of cleaning chemicals and kitchen equipment.
- Skill in preparing, portioning, and serving **meals** efficiently and safely.
- Ability to demonstrate cultural awareness, respect for Tribal values, and trauma-informed care principles.

WORK ENVIRONMENT & CONDITIONS:

- Secure detox setting with exposure to clients in acute distress.
- Flexible scheduling may be required, including evenings or weekends.

- Culturally diverse environment that prioritizes respect, humility, and collaboration.

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/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.