



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: Lead Certifier

Commodity Foods

Community Services (CS)

OPEN: August 11, 2026

EXEMPT: No

SALARY: \$24/hr. Per Grant

SHIFT: Day

LOCATION: Commodity Foods

DURATION: Regular Full Time

GRANT FUNDED: 09/30 of each year

CLOSES: August 18, 2026

JOB CODE:

DIVISION:CS

DEPARTMENT: Commodity Foods

SUPERVISOR: CS Program Manager

VACANCIES: 1

JOB SUMMARY: Commodity Foods Certifier is to ensure orderly Certification Process, schedule appointments, process recertifications. Position is responsible to use automated inventory system and all related computer programs for certifying Commodity clients. Filing of all Commodity foods forms, memos, related mail kept updated. Greet the public in professional courteous manner. Assist with Supervising Commodity Foods Certifier staff Lummi Commodity Foods will be modifying Essential Staff Planning, and Providing Commodity Foods, Commodity Supplemental Foods with Covid 19 precautions.

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

1. Knowledge of or be willing to learn the Food and Nutrition Service 501 handbook including communication with Benefits verification System. Handbook covers all aspects of Commodity Foods from Certification of clients and inventory control and filing and other related office duties.
2. Assist clients with Commodity Foods shopping lists when requested and may take shopping lists in advance to speed up distribution at the appointed time All shopping lists are received by phone, fax or scan.
3. Assist with Commodity Foods Distribution including, home deliveries, inventory control, 152 Report, DOD Fresh Fruit and Vegetable ordering scheduling clients.
4. Assist with ordering Commodity Foods with WEBSCM computer website and for monthly receipts of shipments of USDA Commodity Foods.
5. Responsible for using computer programs, Automated Inventory System, Windows and all related programs to certify Commodity foods clients. Maintain completion of all Commodity Foods Files.
6. Assist with Supervising Commodity Foods Certifier staff (2)
7. Answer the telephone and fax when needed.
8. Attend training as required i.e., Food handlers Permit CPR, etc.
9. Cross train Community Services employees with all related job duties for distributing Commodity Foods, including AIS program and related computer programs.

10. Maintain Benefits verification for annual review of DSHS SNAP exchange list.
11. Responsible for assisting with community-based relief and outreach services for Community Service Program consistent with Lummi Emergency Management plan.

MINIMUM QUALIFICATIONS:

- High School Diploma or GED
- 2 Years customer service work experience
- 2 Years working experience in office setting
- 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:

- Work experience using standard office equipment, data entry, 10 key calculator, fax, copy machine, and MS Office programs, *preferred*.
- Ability to operate office equipment, word processing, calculator, fax, copy machine, and computer programs.
- Ability and willing to learn
- Ability to work in team environment
- Ability to 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.
- Position is grant funded that will end on **September 30 of each year**. If additional funding is received this position will need to be reviewed for grading purposes.

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.