



# 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:** Cook

**OPEN:** August 12, 2026

**EXEMPT:** No

**SALARY:** \$18.00-\$20.00/hr. DOE

**SHIFT:** Day/Flexible (Varies)

**LOCATION:** Little Bear Creek

**DURATION:** Regular Full Time

**CLOSES:** August 19, 2026

**JOB CODE:**

**DIVISION:** Lummi Family Services

**DEPARTMENT:** Lummi Seniors (LBC)

**SUPERVISOR:** Senior Program Manager

**VACANCIES:** 1

**JOB SUMMARY:** Providing critical support to our kitchen team, responsibilities will include preparing and cleaning the kitchen, prep cooking, cooking the main meal, and cleaning up after each meal, all while adhering to USDA regulations. Committed to meeting the dietary needs of our elders and ensuring they receive nutritious meals. Be a reliable and detail-oriented team player, ready to assist whenever needed.

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

1. Responsible for menu planning, food ordering and ensuring all food supplies are on hand for meal preparation per menu. Utilizing food order requisition and budget
2. Prepare meals in accordance with menu plan established with input from dietician and per dietary needs of residents
3. Responsible for storage of all food supplies in appropriate manner per regulations
4. Responsible for cleanliness of food preparation areas per regulations
5. Responsible for food and kitchen equipment security developing a monthly inventory system that identifies existing equipment, condition and proposed replacement schedule
6. Maintain daily records of meals distributed i.e. resident, daily elder visitors and non-elder visitor for Title VI reports
7. Ensure efficient and accurately prepared food while minimizing product waste
8. Ensuring the freshness and quality of ingredients used in food preparation
9. Developing and testing new recipes and menu items adapting recipes to accommodate dietary restrictions and preferences
10. Plate and present dishes in an attractive and appetizing manner
11. Must have a good attitude towards others, promoting the morale of the facility
12. Answer residents, elders, and other staff members questions and resolve complaints in a positive manner
13. Must have ability to work with little supervision
14. Will coordinate replacements when someone cannot work their scheduled time.
15. Maintain Confidentiality at all times
16. Attend training as needed
17. Perform Other duties as assigned

**MINIMUM QUALIFICATIONS:**

- High school diploma or GED
- Food safety certification (e.g., Food Handler's Card)
- 3-5 years' experience cooking
- Lummi/Native American/Veteran preference policy applies.

**KNOWLEDGE, ABILITIES AND SKILLS:**

- Knowledge of food safety and sanitation regulations
- Basic nutrition and meal planning principles
- Familiarity with kitchen equipment and appliances
- Ability to follow recipes and adapt to dietary needs
- Time management and organization skills
- Communication and interpersonal skills
- Physical stamina for kitchen work
- Attention to detail for food prep and presentation
- Experience working with dietary restrictions (e.g., diabetes, low-sodium, high blood pressure)
- Basic math skills for inventory and ordering
- Communication skills for interacting with staff and residents
- Ability to lift, stand, and move around kitchen

**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.
- Must be alcohol and drug abstinent, subject to random urinalysis.
- Current and valid CPR/First Aide with certification required annually.
- Completed Bloodborne pathogens (HIV/AIDS training).
- Maintain strict confidentiality in a confidential manner consistent with the Lummi Nation's Policies.
- Knowledgeable of HIPAA requirements.
- Must pass all DSHS background checks *required*.

**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.