



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: Commodity Foods Service Assistant
Community Services (CS)

OPEN: September 10, 2026

SALARY: \$20.00/hr

SHIFT: Day

LOCATION: Commodity Foods

DURATION: Regular Full Time

CLOSES: Until Filled

DIVISION: CS

DEPARTMENT: Commods

SUPERVISOR: CS Assistant Director

VACANCIES: 1

JOB SUMMARY: Responsible to provide support for Lummi Community Services food distribution program. Distribute Commodity Foods to Commods clients, Deliver Commodity Foods to Commodity Food clients, accept applications for Commodity Foods, and make appointments for Commodity Foods. Must have knowledge of or be willing to learn the Integrated Food Management System and all related computer programs.

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

1. Distribute Commodity Foods at the warehouse to clients as scheduled in a courteous and efficient manner. "Boxes of food can weight up to 50 lbs. "
2. Deliver commodities to Homebound Commodity Food Clients once a month.
3. Assist with Monthly 152 Report,
4. Responsible to know of the Food and Nutrition Service Handbook 501.
5. Coordinate preparation of Commodity Foods Shopping Lists and may take shopping lists in advance to speed up distribution at appointed times.
6. Receive monthly shipments of USDA Commodity Foods. "Shipments can be up to 12 pallets of food we need to down stack and stock."
7. Assist with maintenance of Warehouse inside and surrounding grounds.
8. Participate in training as requested to maintain distribution management skills.
9. Attend relevant training as requested, Food Handler Card, CPR, Forklift training etc.
10. Responsible to assist with community-based relief and outreach services for Community Service Program consistent with Lummi Emergency Management plan.
11. Other duties as assigned.

MINIMUM QUALIFICATIONS:

- High School Diploma or GED
- Ability to lift up to 50lbs
- Willing to work well with other staff members, clients, and public in general.
- Previous experience working with similar Foods programs. Preferred
- 2 years customer service work experience Preferred

- 2 years' experience in office setting Preferred
- Must Posses 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:

- Ability to operate copy machine, fax, answer telephones, and maintain files.
- Computer skills using MS Office programs (word. Excel, power point, publisher)
- Knowledge of or be willing to learn distributing Commodity Foods.
- Ability to work well with other staff members, clients, and public in general.
- Ability to maintain strict confidentiality at all times.
- Ability to maintain Office and client files.
- Possess good communication skills verbally and in writing.
- Willing to learn travel and deliveries to community members
- Able to walk, stand, and balance and work in various weather conditions.

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.