

*****JOB ANNOUNCEMENT*****
LCO Elder Nutrition Program Cook - I

POSITION: LCO Elder Nutrition Program Cook

POSTING DATE: July 19, 2018

CLOSING DATE: August 02, 2018 (4:30 p.m.)

SALARY: Negotiable

FULL TIME: 32 hours per week

LOCATION: LCO Elder Center in Reserve

Description of Position:

The Cook-I will administer balanced meals for the congregate site and home-delivered meals, contribute to planning menus, assist with ordering and maintaining inventory as needed, assist with operation of kitchen functions, maintain a clean work area; ensure proper storage of all food items.

Qualifications:

- Tribal preference applies.
- High School diploma or equivalent.
- Must possess a valid Wisconsin driver's license and have reliable transportation
- Must be able to pass background check(s)
- Must be able to pass pre-employment and random drug screens.
- Must be willing to work the hours as assigned.
- Must be able to cook, order and purchase food supplies, create balanced menus and plan.
- Must be able to communicate effectively and willing to attend trainings.
- Must have ability to stand for long periods of time; ability to lift and carry 50lbs. supplies.
- Must maintain certification for Food Safety.
- Must obtain WI Food Manager Certification within the first month of employment.

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- Must have knowledge of culture and issues of the Native Community, gained through being a member of the area to be served.
- Must be a team player and reliable.
- Must maintain a positive attitude.

Duties and Responsibilities:

- Help plan balanced menus in compliance with state and federal nutrition guidelines.
- Assist with orders for food and supplies and maintain inventory, as needed.
- Required to practice good hygienic habits and food safety techniques.
- Assist with the appropriate storage of food and supplies.
- Assist with the preparation and serving of food.
- Package food for home delivery.
- Check food service for portion control, serving temperatures, food quality and maintain a log of the temperatures for inspection and safety purposes.
- Monitor food service for cost control.
- Monitor and assist in daily clean-up of kitchen and dining area.
- Direct the activities of kitchen staff when needed.
- Knowledge and ability to train volunteers in safety and sanitation regulations.
- May help with Home Deliveries as needed.
- Maintain a safe and welcoming environment for Elders.
- Maintain safety and sanitation standards throughout all food preparation and storage.
- Shall be under the direct supervision of the Nutrition Manager, Aging Director and the Lac Courte Oreilles Tribal Governing Board Personnel Policies & Procedures Manual.

Application Procedure:

Submit completed LCO Employment Application including Release and Authorization Form (available upon request or on the Tribe's website) along with a cover letter, resume and at least three (3) letters of reference. **Tribal Member applicants must provide a signed official document from a federally recognized Tribe acknowledging enrollment.**

Mail Information To:

**Lac Courte Oreilles Tribal Government
ATTN: Holly Trepanier, Human Resource Director
13394 W. Trepania Road
Hayward, WI 54843**

Tribal preference will apply to qualified applicants in accordance with the Lac Courte Oreilles Policies & Procedures Manual.