

BAD RIVER BAND OF LAKE SUPERIOR TRIBE OF CHIPPEWA INDIANS

CHIEF BLACKBIRD CENTER

P.O. BOX 39

ODANAH, WI 54861

Job Title: Meal Delivery Driver/Kitchen Assistant

Department: Elderly Program – Social & Family Services

Hourly Rate: \$8.50-\$9.00

Part Time: 20-24Hrs/Week

Exempt: No/Hourly

Supervisor: Elderly Program Manager

Posting Date: In-House

Opens: July 23, 2020

Closes: July 30, 2020 at 4:30pm

Posting Date: Public

Opens: September 8, 2020

Closes: September 22, 2020 at 4:30pm

Posting Date: Public

Opens: September 28, 2020

Closes: Open until Filled



Summary: The Elderly Meal Delivery Driver/Kitchen Asst will assist daily with the meal packaging and delivery of meals to home bound elders. This position is to ensure the delivery of food to elders and do an Elder check. For example, checking in with participants to make sure their needs are met. Inform Elderly Program Manager of any unmet needs for referral purposes.

Essential Duties and Responsibilities include the following.

- Maintain meal counts accurately on daily deliveries
- Assist the kitchen staff with daily packaging of food.
- Vehicle maintenance is occurring on regular basis such as oil changes, tires, etc.
- Vehicle is cleaned and ready for meal deliveries on a weekly basis,
- All receipts for vehicle are turned in immediately to Program Manager to ensure payment
- Assist with maintaining the dining area on a daily basis by cleaning tables, sweeping & mopping floors. (When in use by Elders.)
- Maintain an up to date inventory in storage area and keep areas always clean of debris.
- Will assist in kitchen clean up and keep kitchen floors well maintained.
- Will clean and sanitize coolers on a regular basis, load coolers, fruit, bread, bags and meals into van daily.
- Will hand out written information regarding elderly events and programs when necessary.
- Will report any unusual behavior or situations regarding homebound elders, to coordinator immediately.
- Will assist with various duties such as shopping for meals.
- Will assist elders to and from, in and out, of van.
- Will help carry items when necessary.
- Will help maintain a productive channel of communication between the Aging Staff and Elders.
- Will observe all necessary safety precautions. Will adhere establish Personnel Policies and Procedures.
- Will maintain a strict Tribal Confidentiality Code.
- Any other duties as assigned.

Qualification Requirements: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skills, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience:

Required:

High School Diploma or its equivalent.

Must take the Food Handlers Safety Class and pass within six (6) months of employment.

Other Skills and Abilities:**Required:**

Must have a valid driver's license and meet eligibility for tribal insurance.

Must demonstrate patience; be able to relate to elders with objectivity and courtesy.

Must be able to work well with co-workers.

Must be dependable and be available for field trips and other social activities.

Be able to follow oral and written instructions.

Must be reliable, hardworking and punctual.

Ability to work in a teamwork setting is required.

Able to take direction and follow up with recommendations; provide input when necessary.

Background Check:

This position is contingent on the required ability to pass a caregiver background check when working with children and/or elderly.

This position requires a driver check, to meet eligibility for tribal insurance.

Reasoning Ability:

Must demonstrate patience; be able to relate to elders with objectivity and courtesy. Have awesome customer service skills.

Physical Demands: The physical demands described here are representative of those that must meet by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Must be physically able to observe all mandatory safety regulations. Must be physically able to repeatedly get in and out of a van. Position requires sitting for extended periods of time, some standing, walking, bending, stooping and lifting up to 75lbs on occasion.

Work Environment: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Subject to inside and outside conditions. Noise level is moderate.

Drug-Free Workplace in accordance with the Drug Free Workplace Act of 1988, P.L. 100-690 and the Bad River Tribe's Employee Policy & Procedures Handbook. Indian Preference will be given in accordance with P.L. 93-638 and the Tribe's Preference Policy.

Send Application and Resume To:

Bad River Tribe

Attn: Human Resources

P.O. Box 39

Odanah, WI 54861

<http://www.badriver-nsn.gov/>

Application material may also be emailed to:

HRmanager@badriver-nsn.gov

HRassistant@Badriver-nsn.gov