

BAD RIVER BAND OF LAKE SUPERIOR TRIBE OF CHIPPEWA INDIANS

CHIEF BLACKBIRD CENTER

P.O. BOX 39

ODANAH, WI 54861

Job Title: Cook
Department: Social and Family Services, Summer Feeding
Hourly Rate: \$10.00-\$15.00 DOQ
Full Time: 40Hrs/Week (Limited Term Employment)
Exempt: No/Hourly
Supervisor: Food Distribution Manager
Posting Date: Public
Opens: April 26, 2022
Closes: May 10, 2022, at 4:30pm
Posting Date: Public
Opens: May 24, 2022
Closes: Open Until Filled



Summary: The Cook will be under the supervision of the Food Distribution Manager and will be responsible for planning and preparing meal kits for program participants in the Summer Feeding Program. Continuation of this position is contingent upon the availability of funding on an annual basis. The cook position is estimated to start in late May and work up to 16 weeks depending on community needs.

Essential Duties and Responsibilities include the following. Other duties may be assigned.

The Cook will be responsible for planning menus under the required nutritional values established by program regulations. The meal kits will need to include 5 breakfasts, 5 lunches, and 5 snacks per child. Each kit will need to be pre-packed and ready for pick-up.

- Will order and purchase food and kitchen supplies.
- Will ensure proper storage of food and supplies.
- Will be responsible for the record-keeping of menus,
- Will be responsible for the quantity of food available and prepared, the quantity of food used to prepare each meal kit and
- Daily meal count for children.
- Will maintain a clean and orderly workplace to include washing dishes, wiping down appliances, and sweeping and mopping floors.
- Will attend job-related meetings and training as required.

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. Knowledge of the uniqueness of the Bad River Community. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience:

Required:

- High school diploma or equivalent.
- Must be a minimum of eighteen (18) years of age.
- Experience in quantity food preparation, baking, and cooking methods required.
- Must know food values and nutrition.
- Must possess a good past work record to include acceptable attendance.

Other Skills and Abilities:

Required:

- Must possess excellent interpersonal skills and the ability to relate well to program participants with objectivity and courtesy.
- Must be self-motivated.
- Must be able to work independently with minimal supervision.

Background Check:

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

Language Skills:

- Moderate Computer skills

Reasoning Ability:

- Experience working with children

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 perform all job duties. Walking, standing, bending, stooping, and occasional lifting up to 50lbs and/or carrying for short distances.

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. This position is subject to inside and outside work. The noise level may be moderate to loud.

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