

BAD RIVER BAND OF LAKE SUPERIOR TRIBE OF CHIPPEWA INDIANS

CHIEF BLACKBIRD CENTER

P.O. BOX 39

ODANAH, WI 54861

Job Title: Cook Assistant

Department: Social and Family Services, Elderly Program

Hourly Rate: \$13.00-\$14.00 DOQ

Part-Time: 25-30Hrs/Week

Exempt: No/Hourly

Supervisor: Head Cook

Posting Date: Public

Opens: October 21st, 2025

Closes: November 10th 2025, at 4:30 p.m.



Summary: The Cook Assistant will assist with daily food preparation according to the menu. Daily food preparation ranges from handling food such as cutting, dicing, washing, cooking, etc. The Cook Assistant will be expected to prep the day's meal and fill in when Cook is on leave.

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

- Will assist the Cook with food preparation and daily packaging of food.
- Will always help maintain an up-to-date inventory in food storage (dry and cold storage areas) and keep the area clean.
- Will maintain all required sanitizing kitchen regulations
- Will assist with food and nonfood shopping as directed by supervisor.
- Help maintain a productive channel of communication.
- Will adhere to established Personnel Policies and Procedures
- Will maintain a strict Tribal Confidential Code.

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 essential functions.

Education and/or Experience:

Required:

- High School Diploma or its equivalent.
- Must have experience cooking large quantities in a professional kitchen.
- Must have experience with Kitchen Safety regulations,
- Must take the Food Handlers Safety Class and pass within six (6) months of employment.
- Responsible past attendance record required.
- Be able to follow oral and written instructions.
- Must be reliable, hardworking, and punctual.

Other Skills and Abilities:**Required:**

- Must demonstrate patience; be able to relate to elders with objectivity & courtesy.
- Must be able to work well with co-workers and in a team environment.

Background Check:

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

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