

BAD RIVER BAND OF LAKE SUPERIOR TRIBE OF CHIPPEWA INDIANS

CHIEF BLACKBIRD CENTER

P.O. BOX 39

ODANAH, WI 54861

Job Title: Head Start Head Cook
Department: Head Start, Education
Hourly Rate: \$17.00-\$19.00 Full Time: 40Hrs/Week
Exempt: No/Hourly
Supervisor: Head Start Education & Disabilities Manager
Posting Date: Public
Opens: April 30th, 2026
Closes: May 19th, 2026 @4:30pm



Summary: The Head Start Head Cook is responsible for healthy meal planning, preparation, and purchase of food products for the program.

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

- Planning menus in accordance with the required nutritional values established by State CACFP regulations while incorporating cultural foods: 1) Will plan menus in accordance with state guidelines and requirements for schools, incorporating a variety of foods to enhance colors textures, and ethnic diversity. 2) Will incorporate Ojibwe traditional/cultural foods in the weekly menu. 3) Will serve special diets, including for allergies for each child's nutritional needs as identified by staff and family. 4) Menus will be submitted to the Health Coordinator monthly for approval. 5) Menus will be posted in the front office area for and sent home for parent information.
- Assisting with planning events that will involve food preparation, community projects, etc.
- Procuring food supplies for kitchen and nutrition education: 1) Ordering and storing kitchen supplies including food products; 2) Using State USDA funds (CACFP) for the purchase of all foods. 3) Assisting with billing, P.O.'s and vouchers for foodservice to be done in a timely manner.
- Record keeping such as: 1) daily, weekly, and monthly menus, production records, quantity of food prepared as well as quantity of food used to prepare each meal; daily meal count for children and adults; 2) daily log of refrigerator and freezer temperature and of thermometer calibration; 3) daily, weekly, and monthly cleaning logs
- Coordinating the efforts of all workers in the kitchen with schedules of work activities posted for each weekly: 1) Maintaining a clean and orderly workplace, including washing dishes, wiping down appliances, and sweeping and mopping floors; 2) Maintaining cleaning materials in a locked area away from food products; 3) Monitoring all areas of the food preparation area; 4) Maintaining proper hygiene required for food preparation.
- Attending job-related meetings and trainings as directed by supervisor. The following trainings are mandatory and provided by the Head Start program: Serve Safe Manger, First Aide Training/CPR, mandatory reporter, SIDS/Abusive Head Trauma. Will post certificates of training in food handling, storage, food safety, and sanitation so it is visible to workers in the kitchen area.
- Assisting with yearly contract with State and monthly reimbursements: 1) Monthly production records and daily head count (attendance) will be turned into the Health Coordinator.
- Maintaining strict confidentiality in accordance with the Privacy Act.
- Promoting use of and speak Ojibwemowin as proficiency level allows in the classroom and throughout delivery of all Head Start services for children and families.

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.

Educational and/or Experience:

Required:

High School diploma or its equivalent.

Experience in quantity food preparation, baking and cooking methods minimum one year.

Serve Safe, First Aide and Tot Saver CPR certification and Shaken Baby Syndrome training are mandatory and provided by Head Start.

Must have knowledge of food values and nutrition.

Other Skills and Abilities:

Required:

This is a required driver position.

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

Must possess good attendance record; be self-motivated, able to work independently with minimal supervisor.

Must possess good interpersonal skills and ability to relate well to program participants with objectivity and in a team environment. Ability to work with diverse population; must be culturally sensitive.

Background Check:

This position is contingent on ability to pass required security background check. Must pass a Care Giver Background check regarding working with children and/or elderly. Must pass a required driver check regarding driving under the tribal insurance.

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 the essential functions.

Must pass medical physical examination and tuberculosis test. Position requires standing for extended periods of time, some sitting, walking, bending, stooping and lifting up to 50 lbs. on occasion.

Working Environment: The working environment characteristics described here are representative of those an employee encounter 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 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/>

