

BAD RIVER BAND OF LAKE SUPERIOR TRIBE OF CHIPPEWA INDIANS

CHIEF BLACKBIRD CENTER

P.O. BOX 39

ODANAH, WI 54861

Job Title: Club Chef
Department: Boys & Girls Club of Bad River
Hourly Rate: \$ 17 - \$21 per hour (DOQ)
Part Time: 25 - 30 Hours/Week
Exempt: No/Hourly
Supervisor: Club Unit Manager, Club Director
Posting Date: Public
Opens: 07/07/2026
Closes: Open Until Filled



Summary: The Boys & Girls Club Chef is responsible for creating policy for and carrying out safe food handling and healthy menu planning for program participants. This includes food procurement and meal and snack preparation that minimizes waste and encourages nutritional eating, maintaining communication with all stakeholders.

Essential Duties and Responsibilities include the following. Other duties may be assigned by the Boys & Girls Club Unit Manager or Boys & Girls Club Director.

- Planning appealing menus for meals and snacks incorporating local produce and products at height of their seasonality and availability while following nutritional values established by Federal regulations; 2. Using available resources to their fullest to reduce waste and to incorporate traditional Ojibwe ingredients and foods in each weekly menu; 3) Ability to accommodate special diets, including allergies as identified by staff and family, while meeting each child's nutritional needs. 4) Ability to create digital versions of monthly menu plan for posting in the Club area, on website and social media, and to be sent home for parent information.
- Excellent communication skills and enthusiasm for sharing with a variety of audiences the importance of healthy eating, nutrition education, and the pleasure of trying new foods.
- Willingness to learn and collaborate with a variety of partners in the process of menu planning, food procurement, and nutrition education.
- Leading menu planning and food preparation for community events involving the Boys and Girls Club.
- Procuring food supplies for kitchen and nutrition education maximizing the Club's food budget while continuing to offer high quality and appealing foods. This will include an ability to order and safely store kitchen supplies and foods; 2) minimizing waste; 3) Assisting with billing, purchase orders, and vouchers 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 thermometer calibration; 3) daily, weekly, and monthly cleaning logs
- Coordinating the efforts of all workers that assist in the kitchen .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 training as directed by the supervisor. The following training is mandatory and provided by the Club program: ServSafe, First Aid Training/CPR, Mandated Reporter Training, and other BGC trainings.
- Maintaining strict confidentiality.
- Promoting the use of Ojibwemowin throughout the delivery of all Club services for children and families.
- Will help be responsible for Summer Feeding Program, which runs June to August. Will return back to the Club during School Year, September to May.

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.

Preferred Education and/or Experience:

Experience in professional food service preferred.

Post-secondary education or training in nutrition, dietary science, or culinary arts desired.

Education and/or Experience

Required:

High School diploma or its equivalent.

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

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 a good attendance record; be self-motivated, able to work independently with minimal supervision.

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

Background Check:

This position is contingent on the ability to pass a required security background check. Must pass a Care Giver Background check regarding working with children and/or the elderly. Must pass a required driver check regarding driving under 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 accommodation may be made to enable individuals with disabilities to perform essential functions.

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

Working Environment: The working 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. Subject to inside and outside conditions. The 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 – Chef Position

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