

BAD RIVER BAND OF LAKE SUPERIOR TRIBE OF CHIPPEWA INDIANS

CHIEF BLACKBIRD CENTER

P.O. BOX 39

ODANAH, WI 54861

Job Title: Kitchen Assistant

Department: Social & Family Services

Hourly Rate: \$13-\$14

Part Time: 20-25Hrs/Week

Exempt: No/Hourly

Supervisor: Elderly Program Manager

Posting Date: Public

Opens: October 27th, 2026

Closes: November 17th, 2026 @4:30pm



Summary: The Kitchen Assistant supports the preparation and service of nutritious meals for congregate and home delivered. This position assists with food preparation, meal service, kitchen sanitation, inventory, and maintaining a safe and welcoming environment for program participants.

Essential Duties and Responsibilities include the following.

- Assist with preparing and serving meals according to established menus, recipes, and food safety standards.
- Assist with portioning and packaging meals for congregate dining and home delivery.
- Maintain cleanliness and sanitation of kitchen areas, equipment, dishes, utensils, and dining areas.
- Follow proper food handling, storage, temperature control, and sanitation procedures.
- Assist with receiving, organizing, rotating, and storing food and kitchen supplies.
- Assist with setting up and cleaning the dining area before and after meals.
- Assist with meal counts and other basic program documentation as required.
- Perform other duties as assigned by the Elderly Program Manager and/or Social and Family Services Director.

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.

Previous experience in food service, kitchen work, senior nutrition or a similar setting.

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

Other Skills and Abilities:

Required:

Be able to follow written and verbal instructions.

Must be dependable and punctual.

Ability to work efficiently in a busy kitchen environment.

Ability to work cooperatively with staff, volunteers, and program participants.

Background Check:

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

Cultural Sensitivity:

This position requires an understanding of and respect for Tribal traditions, customs, values, and the socioeconomic needs of the community. The employee must interact effectively and respectfully with Tribal Members, Native American communities, and partner organizations. Tact, courtesy, confidentiality, discretion, cultural awareness, and sound judgment are required when handling sensitive matters.

Reasoning Ability:

Must follow all applicable policies, health regulations, food safety requirements, and workplace safety procedures.

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. The position requires frequent standing, walking, bending, reaching, lifting up to 75lbs, and carrying. The employee may be exposed to hot surfaces, cleaning products, and various appliances and/or equipment.

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. The work is primarily performed in a kitchen and dining environment. The noise level in the working environment is usually 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