

KEWEENAW BAY INDIAN COMMUNITY

2021 TRIBAL COUNCIL

WARREN C. SWARTZ, JR., President
GARY F. LOONSFOOT, JR., Vice President
KIM KLOPSTEIN, Secretary
TONI J. MINTON, Assistant Secretary
DOREEN G. BLAKER, Treasurer

Keweenaw Bay Tribal Center
16429 Beartown Road
Baraga, Michigan 49908
Phone (906) 353-6623
Fax (906) 353-7540

ROBERT "R.D." CURTIS, JR.
EDDY EDWARDS
DALE F. GOODREAU
RANDALL R. HAATAJA
SUSAN J. LAFERNIER
RODNEY LOONSFOOT
DON MESSER

PREP COOK / ELDERLY NUTRITION WORKER

On-Call, Non-Exempt Position

ALL REQUIRED DOCUMENTATION MUST BE SUBMITTED BY THE CLOSING DATE OR THE APPLICANT WILL NOT BE CONSIDERED FOR EMPLOYMENT

- ☐ Completed Keweenaw Bay Indian Community application
- ☐ Copy of High School Diploma, GED, or High School Certificate of Completion
- ☐ If you are a KBIC member working towards obtaining your GED, you must provide verification
- ☐ If you are American Indian, you must attach a copy of tribal enrollment or proof of descendency
- ☐ If you are a Veteran, you must attach a copy of your DD214

Keweenaw Bay Indian Community
Beth Fish, Personnel Director
16429 Beartown Road
Baraga, MI 49908
906-353-6623, ext. 4176 or 4140
Fax: 906-353-8068
Email: personnel@kbic-nsn.gov

Keweenaw Bay Indian Community does not discriminate based on race, color, national origin, sex, religion, or age in employment. However, individuals of Indian Ancestry and Veterans will be given preference by law.

LAKE SUPERIOR BAND OF CHIPPEWA INDIANS

"Home of the Midnight Two-Step Championship"

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POSITION DESCRIPTION

POSITION:

PREP COOK/ELDERLY NUTRITION WORKER

Part-time, Non-Exempt position at 20 hours/week

LOCATION:

Ojibwa Senior Citizens Center
Baraga, MI 49908

SUPERVISORY CONTROL:

Elderly Nutrition Director

SALARY:

Grade 3 (minimum starting wage = \$12.00/hour)

QUALIFICATIONS:

- Must have a High School Diploma, GED, or Certificate of Completion.
 - This qualification may be waived for individuals 55 years of age or older who meet the remainder of the qualifications listed below.
 - This qualification may also be waived for KBIC members working toward obtaining their GED who meet the remainder of the qualifications listed below. (Applicants must obtain their GED within one year of hire and progress reports must be provided quarterly to the Department Director and Personnel Director).
- Must be at least 18 years of age.
- Previous culinary/kitchen work experience required.
- Must be able to obtain Food Handlers certification and ServSafe certification within the time structure set forth by the supervisor.
- Employment is contingent upon the satisfactory result of a Security Background Check, pre-employment drug testing, pre-employment physical (including an initial TB skin test), and annual TB Skin testing.

INDIAN PREFERENCE:

Preference will be given to qualified individuals of American Indian descent.

VETERAN PREFERENCE:

Preference will also be given to Veterans who do not have bad conduct or dishonorable discharges (need DD214).

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DUTIES AND RESPONSIBILITIES:

- Annual Food Handler Certification through Indian Health Services will be required.
- Initial and on-going ServSafe certification through Indian Health Services will be required.
- Cooks foodstuffs in quantities according to menu and number of persons to be served.
- Clean-up of kitchen and dining area.
- Washes dishes.
- Bakes bread and pastry as necessary.
- Cuts meat as necessary.
- Adheres to planned menu, taking advantage of foods in season and local availability.
- Serves meals.
- Helps direct volunteers/community service workers who assist in preparing and serving meals.
- Attends all training sessions as required.
- Assists with completing and routing all necessary paperwork to the Elderly Nutrition Director.
- Other duties as assigned by Supervisor.

This position announcement summary is intended to indicate the kinds of tasks which will be required of this position and shall not be construed as declaring what the specific duties and responsibilities of the position will be. It is not intended to limit or modify the right of the supervisor to assign, direct, and control the work of this position, nor to exclude other similar duties not mentioned. The use of a particular expression or illustration describing duties shall not be held to exclude other duties not mentioned that are of similar kind or level difficulty.

Distribution Date: January 19, 2022

Closing Date: Open Continuous

TERO Approval: 
Reviewed for barriers only!
Date: <u>1</u> / <u>20</u> / <u>2022</u>