



*Pride of the Ojibwa
13394 W Trepania Road
Hayward • Wisconsin • 54843
Phone (715) 634-8934 • Fax (715) 634-4797 • Fax (715) 699-1209*

**LCO Elder Nutrition Program
Job Description**

<u>Position Description:</u>	Cook, Full time (32 Hours)
<u>Pay Range:</u>	\$10.75/hr
<u>Location:</u>	LCO Elder Nutrition Center
<u>Supervisor</u>	Nutrition Manager and Program Director
<u>Administration</u>	LCO Tribal Administration
<u>Posting Date</u>	February 24, 2021
<u>Closing Date</u>	Until Filled

Summary:

- Administer a balanced meal for the Elderly Nutrition program.

Qualifications:

- Mature adult; Tribal preferences applies.
- High School diploma or equivalent.
- Valid Wisconsin Driver's License.
- Experience in cooking, menu writing and planning.
- Basic computer knowledge.
- Must be able to communicate effectively and must be trainable.
- Ability to stand for long periods of time; ability to lift and carry 50 lb supplies.
- Ability to obtain ServSafe Food Manager Certification when available.
- Must be able to pass a background check.
- Must be able to pass a pre-employment drug screen.

Duties and Responsibilities:

- Oversee the kitchen operations to ensure a quality meal is prepared daily.
- Plan and write nutritious menus which comply with state and federal nutrition guidelines.
- Work with Dietitian for documentation regarding meal pattern & menu recommendations.
- Inventory control - Order food and supplies in sufficient quantities for weekly menus.
- Monitor and maintain the inventory of food and supplies.
- Arrange and direct the appropriate storage of food and supplies.

*LCO Tribal Government
Human Resource Dept
LCO Elder Nutrition Cook*

- Direct the preparation of food; prepare and serve food.
- Package food for home delivery.
- Check food service for portion control, serving temperatures, food quality.
- Check food service for cost control.
- Ability to over-see kitchen sub cooks.
- Ability to train kitchen sub cooks.
- Monitors and assists in daily clean-up of kitchen and dining area.
- Knowledge and ability to train volunteers and sub cooks in safety and sanitation regulations.
- Determine kitchen assignments for volunteers.
- Determine Home Delivered Meal (HDM) drivers & runners' daily assignments.
- May help with Home Deliveries as needed.
- Maintain a safe and welcoming environment for Elders
- Maintain safety and sanitation standards throughout all food preparation and storage.
- Assist in Coordinating activities such as monthly bingo sessions, monthly breakfasts and fund raisers.
- Coordinate special Elder Holiday dinners & events.
- Assist with annual surveys for the Nutrition Program as required by funding agencies.
- Assist with annual client assessments for the Nutrition Program as required by funding agencies.
- Attend food shows as needed, to gain knowledge on new items for cost effectiveness.
- Shall be available for local and out of the area travel as required for job related training.
- Shall attend all required meetings and functions as needed.
- Perform any other duties that may be assigned by the Nutrition Program Manager and Program Director.

APPLICATION PROCEDURE:

Submit completed **LCO Employment Application including Release and Authorization Form** (available upon request or on the Tribe's website) along with a **cover letter**, resume and at least **three (3) letters of reference**. Certificate of Good Standing in each jurisdiction where licensed and any other supportive documents. **Tribal Member applicants must provide a signed official document from a federally recognized Tribe acknowledging enrollment.**

MAIL, FAX OR EMAIL ALL INFORMATION TO:

Lac Courte Oreilles Tribal Government
ATTN: Human Resource Department
13394 W. Trepania Road
Hayward, WI 54843
Fax (715) 634-4797
HR Fax (715) 699-1209
doreen.debrot@lco-nsn.gov
caroline.yellowthunder@lco-nsn.gov

Tribal preference will apply to qualified applicants in accordance with the Lac Courte Oreilles Policies & Procedures Manual.