
LAC VIEUX DESERT BAND OF LAKE SUPERIOR CHIPPEWA INDIANS

HUMAN RESOURCES

*P.O. Box 129, N5384 US 45 Watersmeet, MI 49969
Phone: 906-358-4226 Fax: 906-358-4913*



JOB DESCRIPTION

POSTED: MARCH 31, 2017 DEADLINE: APRIL 9, 2017

POSITION: Elder Nutrition Program Cook

DEPARTMENT: Elders Department

REPORTS TO: LVD Elders Coordinator

STATUS: Full Time

SALARY/PAY RATE: \$10.22- \$12.78 - LVD Pay Scale

RESPONSIBILITIES:

- Adheres to and conveys a philosophy that supports that the Lac Vieux Desert elder's nutrition needs are met.
- Must adhere and be knowledgeable of the Title VI Resource Manual as provided by Inter-Tribal Council, of Michigan
- Prepare and serve food and meals in accordance with planned menus and established portion control procedures.
- Works in cooperation with the Elders Committee and the LVD Clinical Nutritionist
- Prepares and serves meals as indicated on planned menus using standardized portion sizes and approved substitutions
- Ensures that meals are served at scheduled times, planning and organizing food preparation tasks appropriately
- Supervises Kitchen Assistants and reports any problems or concerns to the Elders Coordinator.
- Completes/coordinates all clean-up duties as needed after each meal service
- Follows cleaning schedules and sanitation checklists to ensure kitchen and food service areas are maintained in a clean and sanitary condition

- Ensures that meals are accounted for according to established procedures and that elders food preferences are met with regards to diet specific needs.
- Assist in inventorying and storing incoming foods, supplies and equipment.
- Visits with ELDERS in the dining room to ensure satisfaction with meals being served and obtain feedback
- Observes and reports to the Elders Coordinator any problems, concerns, or issues regarding the Elders Nutrition Program.
- Performs other duties as assigned

QUALIFICATIONS:

- Must be at least 18 years old
- High school diploma or GED required
- Must demonstrate successful employment as a cook
- Two or more years of experience cooking for large groups (50+ people) preferred
- Experience preparing special diets preferred, including low sodium, low cholesterol, diabetic, and vegetarian
- Must have a desire to work with the seniors in an environment that upholds their privacy, dignity, choice, independence, and individuality
- Must be able to prepare and serve a wide range of foods skillfully
- Must have a working knowledge of the rules and regulations related to health and safety in food preparation
- Must be able to organize and use time appropriately to accomplish assigned tasks with minimal supervision
- Must be able to regularly lift up to 30 pounds, to occasionally lift more than 50 pounds, and to spend long periods of time standing
- Must be free of communicable disease
- Must be able to physically/mentally perform tasks, as verified by a health screening that includes TB clearance (if required)
- Must have a clean criminal record, as determined by a criminal record clearance
- Must have a general understanding of the needs of Elders
- Must have a willingness to learn and to teach others

The above statements are intended to describe the general nature and level of work performed by people assigned to this classification. They are not intended to be construed, as an exhaustive list of all responsibilities, duties and skills required of personnel so classified. Management retains the right to add or to change the duties of the position at any time. Must be able to pass a pre-employment drug screen and applicable background checks related to the position

Date Approved by Tribal Council: March 7, 2017