

*** Job Announcement ***
LCO Elder Nutrition Program
Cook

Posting Date: September 19, 2017
Closing Date: October 3, 2017
Salary: \$8.25 Hourly to Start; raise upon successful completion of 90-day probation period.
Full Time: 30 hours per week, 7:00 am – 12:00pm
Location: LCO Elder Center
Supervisors: Nutrition Manager and Elder Services Director

Description of Position:

The Cook will assist in administering balanced meals for the Elder Nutrition programs. The cook is responsible for assisting the Head Cook and guiding volunteers, monitor inventory, disseminate information to Elders, assist with Elder Center outreach events, activities and marketing; assist with menu planning and provide a welcoming, safe environment for Elders.

Qualifications:

- Mature adult preferred.
- Tribal preference applies.
- High School Diploma or GED.
- Must possess Valid Wisconsin Driver's License and have reliable transportation.
- Ability to communicate effectively orally and in writing

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- Servsafe Certification required within 2 months of hire date.
- Two Years' Experience working with Elders preferred.
- Must have ability to communicate and work effectively with Tribal and other community members
- Must be self-motivated and take the initiative to see what needs to be done and follow through on tasks, manage time well, meet deadlines and respond effectively.
- Must pass a background check and pre-employment drug screen upon hire and any random drug screen thereafter.

Duties and Responsibilities:

- Maintain a safe and welcoming environment for Elders.
- Calculate and convert recipes for larger quantities and assist cook in preparing monthly menus.
- Maintain certification for Food Safety.
- Maintain a positive attitude; be respectful, responsible and reliable.
- Assist with set up and support for in-house guest speakers and meetings.
- Provide support of day-to-day operations at the LCO Elder Center and facility
- Answers questions about the various Elder Center programs to inquiries.
- Shall attend all required meetings and trainings as directed by supervisor.
- Monitor and record temperatures of meals, coolers and freezers regularly.
- Train and monitor volunteers in safety and sanitation regulations.
- Maintain safety and sanitation standards throughout all food preparation and storage.
- Organize Fundraising events.
- Complete other duties as assigned by the Nutrition Manager and Aging Director.
- Shall be under the direct supervision of the Nutrition Manager and Aging Director and subject to the Lac Courte Oreilles Personnel Policies & Procedures Manual.
- Other duties as assigned.

Application Procedure:

Submit LCO Employment Application, including three personal reference letters.

Lac Courte Oreilles Tribal Government
ATTN: Personnel Department
13394 W. Trepania Road
Hayward, WI 54843

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