

## **\* Job Opening \***

Position Description  
**LCO Elder Nutrition Program**  
**Substitute Cook**

**Posting Date:** August 1<sup>st</sup>, 2018  
**Closing Date:** Open Until Filled  
**Salary:** 8.25 Hourly  
**Part Time:** On-Call as Needed  
**Location:** LCO Elder Nutrition Center in Reserve

### **Description of Position:**

The Substitute Cook will administer balanced meals for the congregate site, as well as for home-delivered meals, maintain a clean work area; ensure proper storage of all food items, empty trash at end of shift.

### **Qualifications:**

- Mature adult preferred, Tribal preferences applies.
- High School diploma or equivalent.
- Must possess a valid Wisconsin driver's license and have reliable transportation.
- Must have experience in cooking.
- Must be able to communicate effectively and willing to be trained.
- Be able to read, calculate and convert recipes for larger quantities.
- Must have ability to stand for long periods of time; ability to lift and carry 50 lbs.
- Be willing to obtain certification for Food Safety.
- Must have knowledge of culture and issues of the Native Community, gained through being a member of the area to be served.
- Must abide by confidentiality.

**Substitute Cook - Job Announcement**

- Must be a team player and reliable.
- Must be able to pass a pre-employment drug screen and submit to random drug screens thereafter

**Duties and Responsibilities:**

- Plan balanced menus in compliance with state and federal nutrition guidelines.
- Order food and supplies and maintain inventory.
- Required to practice good hygienic habits and food safety techniques.
- Direct the appropriate storage of food and supplies.
- Direct the preparation of food; prepare and serve food.
- Package food for home delivery.
- Check food service for portion control, serving temperatures, food quality and maintain a log of the temperatures for inspection and safety purposes.
- Monitor food service for cost control.
- Monitor and assist in daily clean-up of kitchen and dining area.
- Direct the activities of kitchen staff.
- Knowledge and ability to train volunteers in safety and sanitation regulations.
- 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.
- Shall be under the direct supervision of the Nutrition Manager, Aging Director and the Lac Courte Oreilles Tribal Governing Board Personnel Policies & Procedures Manual.

**Application Procedure:**

Submit LCO Employment Application, including three (3) personal reference letters.

Lac Courte Oreilles Tribal Government  
ATTN: Holly Trepanier, Human Resources Director  
13394 W. Trepania Road  
Hayward, WI 54843

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