



Pride of the Ojibwe

13394 W Trepania Road
Hayward • Wisconsin • 54843

Phone (715) 634-8934 • Fax (715) 634-4797 • HR Fax (715) 699-1209

Job Announcement

Job Title: Prep Cook (37.50 Hours per Week)
Posting Date: October 28, 2026
Closing Date: Open Until Filled
Location: LCO Aging & Disability Services
Supervisor: Director, Aging & Disability Services
Closing Date: Open Until Filled

Job Summary:

The Prep Cook is responsible for all stages of meal preparation, cleaning, inventory control and transport of home-delivered meals for the Elder Nutrition Programs.

Schedule:

Hours are 8:00am – 3:30pm, Monday-Friday, excluding holidays.

Duties and Responsibilities:

- Assists with meal preparation according to the dietician-approved menu using ServSafe standards. Follow food service portion controls, serving temperatures, and food quality.
- Completes the prep work necessary for the side dishes and bakes necessary items on the menu.
- Works as part of the Nutrition team to prepare, package and serve all meals for the home delivery meals and congregate meals. This could include occasional delivery of meals, as needed.
- Maintains a clean and orderly kitchen and dining area according to current food safety standards, empties trash daily.
- Maintains cookbook with up-to-date recipes used for the nutrition program.
- Assist with monitoring of inventory of food and supplies, rotating and put away stock when delivered on a weekly basis.

**LCO Tribal Government
Human Resources Dept
Prep Cook**

- Assist with maintenance of temperature and calibration logs
- Attend required nutrition program trainings
- Maintain a safe and welcoming environment for meal participants
- Other duties as assigned

Qualifications:

- Obtain ServSafe Food Manager Certification within first six months
- High School diploma or equivalent
- Minimum of two years' experience with food preparation preferred
- Prior experience with menu planning helpful but not required
- Valid Wisconsin Driver's License
- Basic computer knowledge
- Must be able to communicate effectively
- Ability to stand for long periods of time and carry up to 50 lbs.
- Must pass a background check and drug test

Application Procedure & Requirements:

1. Completed LCO Employment Application, including Release and Authorization form (included in application)
2. 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

marilyn.isham@lco-nsn.gov

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