



## **LITTLE RIVER BAND OF OTTAWA INDIANS POSITION VACANCY ANNOUNCEMENT**

**Position: Cafeteria Worker – Elder Meals Program – (1 – FT, 1 – PT)  
Grant Funded 100% – One Year positions**

**Summary:** The position is responsible for preparing and serving food and maintaining a safe and sanitary environment in support of the Elder Meals Program.

### **Employment Qualifications: Minimum Necessary Qualifications –**

A qualified candidate offers:

- High School Diploma or GED; and
- Six months experience of cooking and food preparation in a restaurant or cafeteria setting; and
- SERV Safe Food Handler certification or must obtain within 90 days of employment; and
- Needs the manual dexterity and ability to operate kitchen equipment, knives, utensils and to routinely carry work-related materials up to twenty-five (25) pounds and occasionally lift up to fifty (50) pounds; and
- Must be able to help teach classes on safety protocols in this new Post Covid environment with a focus on how to keep safe in public and precautions on preparedness for if Covid is contracted; and
- Must be able to help present classes on food safety/nutrition/cooking; and
- Superior performance in the selection process as determined at the sole discretion of the LRBOI Hiring Manager, including but not limited to all of the following: any pre-employment interviews, skills testing, credentialing, drug screening, background investigations, reference checks and previous work history, passing a pre-employment drug test and background investigation, possession of a valid Driver's License throughout employment and being insurable under the Tribe's insurance Policy.

**Indian Preference applies in accordance with Ordinance #15-600-02**

**Pay Grade: NE3 Hiring Range: \$15.00 - \$17.06 – Commensurate with verified Qualifications**

**Status:** Non-Exempt Hourly/bi-weekly pay

**Background Check:** Extensive

### **Application Instructions:**

Obtain an application form (fillable) and a copy of the position description on the Tribe's website [www.lrboi-nsn.gov](http://www.lrboi-nsn.gov) (under Employment heading) or by contacting Human Resources at:

LRBOI HR Department, 2608 Government Center Dr., Manistee, MI 49660 phone: (231) 398-6859;  
Email: [aliciagoff@lrboi-nsn.gov](mailto:aliciagoff@lrboi-nsn.gov).

**To apply, please submit - completed application, cover letter, resume, a copy front/back of Tribal ID (if applicable) and a copy of your Driver License front/back to:**

LRBOI HR Department, 2608 Government Center Dr., Manistee, MI 49660 fax: (231) 331-1233;  
Email: [apply@lrboi-nsn.gov](mailto:apply@lrboi-nsn.gov).

***Incomplete submissions will not be considered.***

Conditions of employment with Little River Band of Ottawa Indians Tribal Government includes superior performance in the selection process, including but not limited to all of the following: any pre-employment interviews, skills testing, credentialing, drug screening, background investigations, reference checks and previous work history, passing a pre-employment drug test and background investigation, possession of a valid Driver's License throughout employment and being insurable under the Tribe's insurance policy, and successfully completing a ninety (90) day introductory period.

**Posted: 08/02/2023**

**Removal: 08/16/2023**