



LITTLE RIVER BAND OF OTTAWA INDIANS POSITION VACANCY ANNOUNCEMENT

Position: Cook - NGLC (FT- Family Services Department) – (1)

Summary: Prepares, cooks, and serves food while maintaining a safe and sanitary work environment in support of the Next Generation Learning Center children's nutrition program.

Employment Qualifications: A qualified candidate offers:

- High School Diploma or GED; and
- Six months experience of cooking and food preparation in a restaurant or school setting; and
- SERV Safe Food Handler certification or must obtain within 90 days of employment; and
- Must successfully pass a pre-employment drug/alcohol screen, tuberculosis screening, fingerprinting and background investigation.

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

Pay Grade: NE3

Hiring Range: \$10.00 - \$11.21

Status: Non-Exempt Hourly/bi-weekly pay

Application Instructions:

Obtain an application form and a copy of the position description on the Tribe's website www.lrboi-nsn.gov or by contacting Human Resources at:

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

To apply, please submit completed application, cover letter, resume, and any certifications/trainings relevant to the posting to:

LRBOI HR Department, 2608 Government Center Dr., Manistee, MI 49660
fax: (231) 331-1233; Email: aliciaknapp@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 – 07/21/2021

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