



## LITTLE RIVER BAND OF OTTAWA INDIANS POSITION VACANCY ANNOUNCEMENT

**Position: Elder's Meals Coordinator – Full -Time Regular (1)**

**Summary:** The position is responsible for the implementation and ongoing progress of the Elders Meal Program including meal preparation, program planning, policy and procedure development, product ordering, guest satisfaction, scheduling, budget planning and administration.

**Employment Qualifications: Minimum Necessary Qualifications -:**

- Associate degree or Certification in Culinary Arts or Restaurant Management field, or Work experience of five (5) or more years as a Lead Cook, Kitchen Manager, or similar role, and
- ServeSafe Certification
- Knowledge of all other Little River programs and services may be required to refer for services.
- Technical skills of an intermediate user of MS Office software, computers, and office equipment.
- 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 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:** NE8    **Hiring Range:** \$15.00 - \$18.05 – **Commensurate with Verified Qualifications**  
**Status:** Non-Exempt Hourly/bi-weekly pay    **Background Check:** Extensive

***Application Instructions:***

Obtain an application form and a copy of the position description on the Tribe's website [www.lrboi-nsn.gov](http://www.lrboi-nsn.gov), under heading – "Employment" 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](mailto:aliciaknapp@lrboi-nsn.gov).

*To apply, please submit completed application, cover letter, resume, degree transcripts (if applicable), a copy of current ServeSafe certification, copies any other license/certification relevant to position, a copy front/back of Tribal ID (if applicable) and a copy front/back of driver's license 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 – 09/01/2022**

**Remove – 09/15/2022**