



LITTLE RIVER BAND OF OTTAWA INDIANS POSITION VACANCY ANNOUNCEMENT

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

Summary: Monitor kitchen operations for the Next Generation Learning Center to ensure the quality of food. Responsible for the proper preparation and serving of meals. Maintaining a safe and sanitary work environment and comply with applicable laws, regulations, and performance standards as they relate to internal policies and grant requirements. Research, order, and inventory all food for the NGLC nutrition program.

Employment Qualifications: A qualified candidate offers:

- High School Diploma or GED; and
- Four years of increasing responsibility cooking in a commercial kitchen serving 100 persons or more on a regular basis; **or**
Associates Degree in Nutrition, Food Service Management or related field and two years of increasing responsibility cooking in a commercial kitchen serving 100 persons or more on a regular basis; and
- ServSafe Food Handler certification or must obtain within 90 days of employment; and
- Must successfully pass a pre-employment physical, drug/alcohol screen, tuberculosis screening, fingerprinting and background investigation; and
- Current valid Driver's License with the ability to be insured under the Tribe's insurance policy.

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

Pay Grade: NE7

Hiring Range: \$13.11 - \$16.41

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 or jobs@lrboi-nsn.gov.

To apply, please submit completed application, cover letter, resume, degree transcripts, any relevant certifications/licensures and a copy of driver license; no later than 5 p.m. on **May 03, 2019**, to:

LRBOI HR Department, 2608 Government Center Dr., Manistee, MI 49660

fax: (231) 398-9101; Email: aliciaknapp@lrboi-nsn.gov or jobs@lrboi-nsn.gov.

Incomplete Applications or Applications submitted after deadline will not be considered.

Conditions of employment with Little River Band of Ottawa Indians Tribal Government includes, passing a pre-employment drug test and extensive 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. Candidates for this position will be required to have dependable transportation available to them without notice.

Posted – 04/19/2019

Remove – 05/03/2019