



LITTLE RIVER BAND OF OTTAWA INDIANS POSITION VACANCY ANNOUNCEMENT

Position: Cafeteria Worker (Part-Time) – Elder’s Meals

Summary: The position is responsible for preparing and serving food, and maintaining a safe and sanitary environment in support of the Elder’s Meal 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 cafeteria setting; and
- ServSafe 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 or jobs@lrboi-nsn.gov .

To apply, please submit completed application, cover letter and resume, 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 .

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 – 04/05/2019

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