



LITTLE RIVER BAND OF OTTAWA INDIANS POSITION VACANCY ANNOUNCEMENT

Position: Cafeteria Worker – Elder Meals Program – (1 – PT)
Grant Funded 100% – One Year position.

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 (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.

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.

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: 08/28/2023

Removal: 09/11/2023