



White Earth Reservation Tribal Council

P.O. Box 418
White Earth, Minnesota 56591
Tel. (218) 983-4646
Fax (218) 983-4343

White Earth Reservation Tribal Council Job Announcement

Position: ENP Cook Aide

Location: Rice Lake

Pay: \$12.24

Benefits: FULL

Open: 04-17-17

Close: 04-21-17

Status: Full time

The White Earth Elderly Nutrition department is seeking a qualified candidate for support in all areas of food preparation and serving to participants of the Elderly Nutrition Program to ensure elders receive quality nutritious meals. Is responsible for the support to any given Elderly Nutrition Program Site: (White Earth, Elbow Lake, Pine Point, Naytahwaush or Rice Lake) as needed.

- Prepares and serves meals according to established menu and guidelines.
- Set up dining room for meals.
- Cleans and maintain kitchen, dining, storage, laundry and sidewalk areas.
- Assist with kitchen laundry.
- Set up trays for home delivery meals.
- Participates in daily client reports and monetary transactions.
- Communicates with internal and external sources.
- Delivers/Picks up meals for the Elder Services Program.
- Performs other duties and responsibilities as required or assigned.

Knowledge, Skills and Abilities:

- Knowledge of and the ability to follow and apply the policies and procedures of the White Earth Tribal Council and the Elderly Nutrition Program.
- Knowledge of foods and their nutritional value
- Knowledge of food preparation, food portions, serving and storage.
- Knowledge in the basic operation of personal computer, including related software such as Microsoft Office (Word, Excel, Outlook).
- Knowledge in the basic operation of office equipment including copiers, fax machines.
- Skill in operation of food service equipment.
- Skill in body mechanics.
- Ability to communicate effectively, both oral and written.
- Ability to lift moderately heavy containers of food and/or equipment.
- Ability to read menus.
- Ability to maintain simple records.
- Ability to work efficiently and effectively.

Qualifications:

- High School diploma or General Education Degree (GED).
- Valid driver's license and insurance for travel between sites and other business related destinations.
- Access to insured personal vehicle for delivering meals.
- CPR certification or willing to obtain upon date of hire.
- ServSafe Certification or willing to obtain within six months of hire.

Send applications to:

White Earth Tribal Council
ATTN: Personnel
P.O. Box 418
White Earth, MN. 56591

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SECRETARY-TREASURER
Tara Mason

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DISTRICT II
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DISTRICT III
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