



# White Earth Reservation Tribal Council

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

**CHAIRMAN**  
Terrance Tibbetts

**SECRETARY-TREASURER**  
Tara Mason

**DISTRICT I**  
Steven "Punky" Clark

**DISTRICT II**  
Kathy Goodwin

**DISTRICT III**  
Eugene "Umsy" Tibbetts

## White Earth Reservation Tribal Council Job Announcement

Position: Urban Behavioral Health Cook

Open: 09-11-17

Location: **Minneapolis**

Close: 09-22-17

Pay: \$15.57/hr.

Benefits: Full

Status: Full time

The White Earth Reservation Tribal Council is currently seeking a qualified applicant who will be responsible for delivery of food preparation and food service duties in order to provide nutritional snacks and meals to program clients during treatment, feasts for ceremonies, meals for sobriety feasts at the Urban Behavioral Health program.

- Responsible for the kitchen preparation.
- Prepare and serve meals to clients and staff to ensure clients receive nutritionally balanced meals.
- Performs other duties and responsibilities as required or assigned.

### **Knowledge, Skills and Abilities Required:**

- Knowledge of and the ability to follow and apply the policies and procedures of the White Earth Tribal Council and the Urban Behavioral Health Program.
- Knowledge of foods and their nutritional value.
- Knowledge of tribal, state and federal sanitation codes.
- Knowledge of federal laws including Health Insurance Portability & Accountability Act (HIPAA).
- Skilled in operating food service equipment.
- Skilled in cooking nutritious and attractive meals for clients.
- Skilled in basic body mechanics.
- Ability to communicate effectively, both orally and in writing.
- Knowledge of principles and processes for proving customer and personal services.
- Knowledge of techniques and equipment for food preparation including storage and handling requirements.
- Ability to read menus and estimate amount of food required.
- Ability to lift moderately heavy containers of food and/or equipment.
- Ability to organize work effectively and efficiently.

### **Qualifications Required:**

- **High School Diploma or GED.**
- **Food Manager Certification or successful completion of a food manager course.**
- **ServeSafe Certification or willing to obtain upon hire.**
- **CPR Certification or willing to obtain upon hire.**
- **Must be over age (18) year's old, responsible mature, healthy adult.**
- **Must be able to pass a criminal background check and drug screening.**

Mail Applications to: White Earth Tribal Council  
Attention: Personnel  
P.O. Box 418  
White Earth, MN 56591

Download Applications at: [www.whiteearth.com](http://www.whiteearth.com)

