



# WHITE EARTH RESERVATION

**CHAIR** Terrence "Terry" Tibbetts **SECRETARY-TREASURER** Leonard Alan Roy  
**DISTRICT I** Raymond Auginaush, Sr. **DISTRICT II** Kathy Goodwin **DISTRICT III** Eugene "Umsy" Tibbetts

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## Job Announcement

**Position: Lead Cook Food Service**

**Location: Acute Care**

**Pay: \$17.31**

**Benefits: Full**

**Open: 11-05-18**

**Close: 11-16-18**

**Status: Full Time**

The White Earth Reservation Business Committee is currently seeking a qualified applicant who will be responsible for the lead delivery of food preparation and food service duties in order to provide nutritional meals that meet all State and Federal requirements.

- Responsible for the kitchen preparation & Scheduling of the staff under the supervision and direction of the Program Manager.
- 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:

- Knowledge of foods and their nutritional value.
- Knowledge of tribal, state, and federal sanitation codes.
- Knowledge of federal laws including HIPAA.
- Skill in operating food service equipment.
- Skill in cooking nutritious and attractive meals for adult clients.
- Skill in basic body mechanics.
- Ability to communicate effectively, both orally and in writing.
- Ability to read menu's and estimate amount of food required.
- Ability to lift moderately heavy containers of food and/or equipment.
- Ability to organize work effectively and efficiently.
- Knowledge of principles and processes for providing customer and personal services.
- Knowledge of techniques and equipment for food preparation including storage and handling requirements.
- Skill at communication effectively and professionally with students, staff and parents.
- Ability to prepare and maintain all required service plans.

### Qualifications:

- **High School Diploma or GED**
- **Minimum of two (2) years' experience cooking in a public institution.**
- **ServSafe Certification or willing to obtain upon hire.**
- **Food Manager Certification or successful completion of a food manager course.**
- **CPR certification or willing to obtain upon hire.**
- **Must be over age 18, responsible, mature, health adult who is able to carry out the Men's Acute Care duties as assigned.**
- **Must be able to pass a Background and Drug screening.**
- **Valid driver's license and insurance for travel between sites and other business-related destinations.**

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)

*EEO with Native Preference*

*A Drug Free Workplace – Tests for alcohol and illegal drug use may be required prior to and during employment*

*Background Checks performed*