



WHITE EARTH RESERVATION

CHAIRMAN Michael Fairbanks **SECRETARY-TREASURER** Michael LaRoque
DISTRICT I Henry Fox **DISTRICT II** Eugene Sommers **DISTRICT III** Laura Lee Erickson

White Earth Reservation Business Committee Job Announcement

Position: Elderly Nutrition Program Cooks Aide

Location: Varies

Pay: \$18.52

Benefits: Full

Open: 01/13/25

Close: 01/27/25

Status: Full Time

The White Earth Reservation Business Committee is currently seeking a qualified applicant who will be responsible for the support in aid to services provided for Elders with cultural awareness. Including assistance with programming, activities as well as the assistance in preparing, service and clean-up in kitchens in relation with nutritious meals; assist with daily entry documentation of those services to ensure needs of Elders are met for overall well-being. This position will be considered a rover position that will be moved to a different site if needed.

- Prepares and serves meals according to established menu and guidelines to ensure elders receive culturally sensitive nutritionally balanced meals.
- Provides Aide in independent living skills and opportunities.
- Performs other duties and responsibilities as required or assigned.

Knowledge, Skills and Abilities Required:

- Ability to work independently and as a team player.
- Ability to communicate orally and in writing effectively.
- Ability to exercise a high standard of confidentiality and respect.
- Knowledge of and the ability to follow and apply the policies and procedures of the White Earth Tribal Council and the Elderly Wellness Program
- Knowledge of food and its nutritional value.
- Knowledge of food preparation, food portions, serving and storage.
- Knowledge in the basic operation of a personal computer, including related software such as Microsoft Office (word, outlook, excel).
- Knowledge of basic operation of office equipment, including copiers, fax machines, etc.
- Knowledge of resources available on and near the reservation.
- Skill in the operation of food service equipment
- Skill in body mechanics.
- Ability to lift moderately heavy containers of food and/or equipment.
- Ability to follow instruction and keep organized, simple records.
- Ability to work efficiently and effectively.

Qualifications Required:

- High School Diploma or GED and one (1) year of experience in customer services.
- Work experience in nutrition.
- Completion of White Earth Reservation Safe Driving Class within first six (6) months of hire.
- Food Handlers Training or willing to obtain within the first six (6) months upon date of hire.
- Valid Driver's License and Insurance for travel between sites and other business-related destinations or able to obtain within the first ninety (90) days upon date of hire.
- ServSafe Certification or willing to obtain within one (1) year upon date of hire.
- CPR/AED certification or willing to obtain within the first six (6) months upon date of hire.
- First Aid Certification or willing to obtain within the first six (6) months of hire.
- Must pass 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

EEO with Native Preference

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