



Red Cliff Band of Lake Superior Chippewa Indians

88455 Pike Road

Bayfield, WI 54814

Phone: 715-779-3700 Fax: 715-779-3704

Email: redcliff@redcliff-nsn.gov

JOB DESCRIPTION

POSITION: On Call Assistant Cook/Driver

LOCATION: Red Cliff Elderly Nutrition Center

SALARY: \$8.00/hr, 0-30 hours per week

SUPERVISOR(S): Head Cook/Nutrition Site Supervisor (NSS) and Elderly Director

THIS IS AN ON CALL NON-EXEMPT POSITION. APPLICANTS WILL BE SELECTED FROM THE INFORMATION SUPPLIED ON APPLICATION FORM ONLY.

JOB SUMMARY: Assist the Head Cook/NSS In Daily Operations, cooking, cleaning, ordering and the necessary paperwork including tracking client numbers and reporting as requested.

DUTIES AND RESPONSILIBITIES:

1. Maintain the dining area is in a clean sanitary condition. Work with volunteers to keep area pleasant and clean.
2. Work with Head Cook and independently as directed to prepare and serve meals in quantity, including main courses, accompaniments and desserts.
3. Must be able to take direction and work well under supervision.
4. Be primarily responsible for packaging homebound take-outs in a sanitary and orderly manner.
5. Crush cans and cardboard for recycling.
6. Wash and dry dishes, pots, and pans.
7. Clean kitchen at end of each day.
8. Be able to relate with elderly clientele.
9. Ensure appropriate education and nutritional material is given to clients as directed by Head Cook/NSS.
10. Must have a good sense of humor and maintain professional composure in the face of conflict.
11. Must demonstrate respect of clients and others in the work environment.
12. The above duties and responsibilities are not an all-inclusive list but rather a general representation of the duties and responsibilities associated with this position. The duties and

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responsibilities will be subject to change based on organizational needs and/or deemed necessary by the supervisor.

SUPERVISORY AUTHORITY: None

KNOWLEDGE: Knowledge of monthly reporting and daily logs. Knowledge of and sensitivity for Ojibwe culture and traditions in addition to the general knowledge of food preparation, recipe reading, kitchen equipment and the operation of those appliances.

QUALIFICATIONS:

1. Minimum of high school diploma, HSED or GED desired.
2. Experience in quality cooking, baking, etc.
3. Ability to work with a variety of people and clients.
4. Ability to learn and understand cooking instructions.
5. Ability to be accurate in maintaining daily logs of number of participations in home delivered meals and congregate meals.
6. A valid driver's license and maintain driver's eligibility as a condition of employment. Be eligible to be put on the tribe's vehicle insurance policy, preferred.

PERSONAL CONTACTS: Daily contact with Head Cook, Elderly Director, volunteers, Bayfield County aging, Tribal Management, vendor and staff.

PHYSICAL REQUIREMENTS: Individual will require standing for long periods of time, bending, lifting of food boxes up to 50 pounds, and reaching. The Assistant cook must be able to do all movements associated with cooking.

WORK ENVIRONMENT: Elderly Feeding Site located in the Housing Authority Building. Work will be in the kitchen area and dining area. All Tribal Buildings are smoke free.

TRAVEL REQUIREMENTS: The Assistant Cook may have to assist with the delivery of home meals.

BEHAVIOR AND ATTITUDE: The vision, goals and objectives of the Red Cliff Band of Lake Superior Chippewa requires that the employee performs in both a professional and personable manner. The manner in which the employee relates to fellow employees, customers and visitors is considered parallel in importance to technical knowledge and ability. Respect and consideration given to the dignity of each customer, visitor and fellow employee is a requisite of successful job performance. Any Behavior or Attitude that tarnishes the Name or Image of the Red Cliff Band of Lake Superior Chippewa will be subject to immediate disciplinary action up to and including termination.

Indian preference will be applied in the case of equally qualified applicants, but all qualified applicants will be considered.

This job description is subject to change at employer's discretion, after consultation with the employee.

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APPLICATION SUBMITTAL REQUIREMENTS: The following items are required for this position:

1. Completed Tribal Application, to include work history and references; available on the tribal website.
2. Tribal Background Investigation Disclosure; available on the tribal website.
3. Cover letter and resume.
4. Post-secondary transcripts or certifications; if applicable.

POSTED: May 23, 2018

DEADLINE: **Applications accepted all year**

FOR FURTHER INFORMATION:

**Red Cliff Band of Lake Superior Chippewa
Human Resources Department
88455 Pike Road
Bayfield, WI 54814
www.redcliff-nsn.gov
ashley.poch@redcliff-nsn.gov
diane.cooley@redcliff-nsn.gov**

(715)779-3700 ext. 4268 or 4267

The Red Cliff Tribal Council has a Drug Free Work Place Policy and adheres to the intent of the Drug Free Work Place Act. All new hires are subject to a drug test prior to starting.

All applicants for employment with the Red Cliff Tribe will be subject to the background investigation and other requirements of RCCL Chapter 43, and are under a continuing obligation to supplement this application for employment with information concerning any convictions that occur after commencement of employment with the Tribe.

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