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**LAC VIEUX DESERT BAND OF LAKE SUPERIOR CHIPPEWA INDIANS**

**HUMAN RESOURCES**

*P.O. Box 129, N5384 US 45 Watersmeet, MI 49969  
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**POSTED: 01/02/2019**

**DEADLINE: 01/15/2019**

**JOB DESCRIPTION**

**POSITION:** LVD Elders Nutrition Program Cook  
**DEPARTMENT:** Elders Department  
**LOCATION:** LVD Gathering Place  
**EMPLOYMENT:** Full-time  
**SALARY/PAY RATE:** \$10.22- \$12.78  
**SUPERVISOR:** LVD Elders Program Coordinator/Director

**RESPONSIBILITIES:**

- Adheres to and conveys a philosophy that supports that the Lac Vieux Desert elder's nutrition needs are met.
- Must adhere and be knowledgeable of the Title VI Resource Manual as provided by Inter-Tribal Council of Michigan.
- Prepare and serve food and meals in accordance with planned menus and established portion control procedures.
- Works in cooperation with the Elders Committee and the LVD Clinical Nutritionist.
- Prepares and serves meals, as indicated on planned menus using standardized portion sizes and approved substitutions.
- Ensures that meals are served at scheduled times and planning and organizing food preparation tasks appropriately.
- Supervises kitchen assistants and reports any problems or concerns to the Elders Coordinator.
- Completes/coordinates all clean-up duties as needed after each meal service.
- Follows cleaning schedules and sanitation checklists to ensure kitchen and food service areas are maintained in a clean and sanitary condition.
  
- Ensures that meals are accounted for according to established procedures and that elders food preferences are met with regards to diet specific needs.

- Assist in inventory and storing incoming foods, supplies and equipment.
- Visits with Elders in the dining room to ensure satisfaction with meals being served and obtains feedback.
- Observes and reports to the Elders Coordinator any problems, concerns, or issues regarding the Elders Nutrition Program.
- Performs other duties as assigned.

### **QUALIFICATIONS:**

- Must be at least 18 years old.
- High school diploma or GED required.
- Must have cooking experience for large groups of people and nutrition knowledge in order to accommodate the different dietary needs of our Elders.
- Two or more years of experience cooking for large groups (50+ people) preferred.
- Experience preparing special diets; including low sodium, low cholesterol, diabetic, and vegetarian.
- Must have a desire to work with the seniors in an environment that upholds their privacy, dignity, choice, independence, and individuality.
- Must be able to prepare and serve a wide range of foods skillfully.
- Must have a working knowledge of the rules and regulations related to health and safety in food preparation.
- Must be able to organize and use time appropriately, to accomplish assigned tasks with minimal supervision.
- Must be able to regularly lift up to 30 pounds, occasionally lift more than 50 pounds, and spend long periods of time standing.
- Must be free of communicable disease.
- Must be able to physically/mentally perform tasks, as verified by a health screening that includes TB clearance (if required).
- Must have a clean criminal record, as determined by a criminal record clearance.
- Must have a general understanding of the needs of Elders.
- Must be willing to learn and to teach others.

*The above statements are intended to describe the general nature and level of work performed by people assigned to this classification. They are not intended to be construed, as an exhaustive list of all responsibilities, duties and skills required of personnel so classified. Management retains the right to add or to change the duties of the position at any time. Must be able to pass a pre-employment drug screen and applicable background checks related to the position*

**Date Approved by Tribal Council: March 7, 2017**