



Bois Forte Band of Chippewa

5344 Lakeshore Drive ▪ Nett Lake MN, 55772 ▪ 218-757-3261/1-800-221-8129

ASSISTANT COOK

Position Description

Opens: August 31, 2022 Closes: September 13, 2022			
Department:	Health and Human Services	Reports to (title):	Elderly Program and Food Shelf Administrator
Job Code:	N-4	Job Location:	Bois Forte Tribal Government Office - Nett Lake, MN
Pay Range:	Min. \$10.10 per hour Mid. \$12.565 per hour Max. \$15.03 per hour	Supervises:	None
Hours/week:	20	Classification:	Non-Exempt
Type of Position:	Part-time	Effective Date:	08/26/2022
		Revised Date:	08/26/2022

/PERFORMANCE EXPECTATIONS

In performance of their respective tasks and duties all employees of Bois Forte Band of Chippewa are expected to conform to the following:

- Uphold all principles of confidentiality to the fullest extent.
- Adhere to all professional and ethical behavior standards of the tribal government (may also be referred to as "Band").
- Interact in an honest, trustworthy, and respectful manner with employees, community, visitors, and vendors.
- Comply with Bois Forte Band of Chippewa policies and procedures.
- Display respect and understanding of Bois Forte Band of Chippewa traditions and values.

POSITION PURPOSE

The Assistant Cook assists other food service staff team members in serving meals to approximately 50-60 people, including home delivered meals.

ESSENTIAL DUTIES, FUNCTIONS, & RESPONSIBILITIES

1. Assists with menu planning and in preparation of food to be served for the day.
2. Maintains a safe and clean work environment; adheres to health code and holds kitchen staff accountable to do the same.
3. Communicates to management regarding issues to be addressed.
4. Substitutes for the Lead Cook in his/her absence.
5. Washes dishes, pots, and pans; washes and sanitizes the dining room tables each morning.
6. Assist with coordination of elder activities.
7. Performs other duties as assigned.

Position Description

MINIMUM MANDATORY QUALIFICATIONS

- Experience:
- Six months experience in related field.
- Education:
- High School diploma or equivalent GED.
- License/Certification:
- Valid Health Certificate issued by the local County health department.
- Mandatory Knowledge, Skills, Abilities and Other Qualifications:
- Ability to use food service equipment including knives, pots, pans, and ovens.
 - Ability to maintain high nutrient meals in a sanitary environment.
 - Ability to communicate with management, staff, vendors, and customers.
 - Ability to speak effectively before groups of customers or employees of the organization.
 - Ability to deal with problems and resolve them efficiently.
 - Ability to multitask in a fast-paced and hot environment.
 - Basic operation of a workstation (turning on/off, knowledge of basic functions and components) and general office equipment Use/storage/maintenance of multiple usernames and passwords. Computer-related problem-solving skills through the use of available trainings and help desk.
 - Knowledge of Microsoft Office Suite (Word, Excel, etc.), internet software and appropriate storage of electronic files.
 - A record of satisfactory performance in all prior and current employment as evidenced by positive employment references from previous and current employers.
 - Applicants must be pre-screened and accepted into the Senior Community Service Employment Program (SCSEP).
 - Ability to perform other duties as assigned.

PREFERRED QUALIFICATIONS

- None.

WORK ENVIRONMENT

Work environment: The work environment characteristics described here are representative to those an employee encounters while performing the primary functions of this job. Normal office conditions exist, and the noise level in the work environment can vary from low to moderate. Limited overnight travel may be required from time to time. This position may be exposed to certain health risks that are inherent when working within a kitchen.

Physical demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the primary functions of this job. While performing the duties of this job, the employee may be required to frequently stand, walk, sit, bend, twist, talk, hear and perform repetitive motions. There may be prolonged periods of sitting, keyboarding, reading, as well as driving or riding in transport vehicles. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include reading, distance, computer, and color vision. Talking and hearing are essential to communicate with the community, visitors, employees, and vendors.

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Mental demands: There are a number of deadlines associated with this position. The employee must be able to handle frequent interruptions and must also multi-task and interact with a wider variety of people on various and, at times, complicated issues.

TRIBAL AND INDIAN PREFERENCE

The Bois Forte Band of Chippewa has implemented a Tribal and Indian Preference in Employment Policy. Pursuant to this Policy, applicants who possess the knowledge, skills, and abilities required by this position, and who are enrolled members of the Bois Forte Band of Chippewa Tribe will be given primary preference in hiring and employment for this position. Members of other federally recognized Indian tribes will be given secondary preference for hiring and employment after providing proof of tribal membership. Tribal and Indian preference is integrated into the interview and scoring process for candidates for job positions.

OTHER

Confidentiality: All employees must uphold all principles of confidentiality to the fullest extent. This position may have access to sensitive information and a breach of these principles will be grounds for immediate termination.

Background Investigation: This position may be subject to a criminal history background check, a suitability background check and/or a Fair Credit Reporting Act (FCRA) check. In addition, some positions are subject to a 101-630 background check in an effort to ensure compliance with Public Law 101-630 "Indian Child Protection and Family Violence Prevention Act." Candidates must be able to successfully pass all required background checks to qualify for this position.

Drug Screening: All applicants must successfully pass a pre-employment drug screening prior to beginning employment and will be subject to random drug testing.

Vaccine Requirement: The Bois Forte RTC adopted the COVID-19 Vaccination Requirement (Resolution No. 61-2022) which provides that COVID-19 vaccination is required for all employees of the Bois Forte Tribal Government and Band-owned businesses. That Requirement also applies to newly hired employees who must by their first date of employment either (1) present proof of receiving all COVID-19 vaccinations for which they are eligible under CDC guidance or (2) be approved for a medical or religious exemption from the Vaccine Requirement. If the employee only presents proof of the first dose of a two-dose COVID-19 vaccine by the first date of employment, the employee must further present proof of a second dose within 30 days of the date of the employee's first dose and proof of a booster vaccination within one month of eligibility. If the employee only presents proof of a single-dose COVID-19 vaccination or both doses of a two-dose COVID-19 vaccination by the first date of employment, the employee must further present proof of a booster vaccination within one month of eligibility.

PRE-EMPLOYMENT DRUG TESTING APPLIES. INDIAN PREFERENCE WILL APPLY. UPON PRESENTATION OF DD-214 WHICH REFLECTS HONORABLE DISCHARGE, APPLICANTS WILL RECEIVE VETERAN'S PREFERENCE POINTS. Please visit our website at www.boisforte.com to download an application. Applications are accepted via: Fax, Email, U.S. Mail, and In Person. Submit applications to: Human Resources Specialist 5344 Lakeshore Drive, Nett Lake, MN 55772, Fax: 218-757-6781, hrgeneralist@boisforte-nsn.gov Applications received after the closing date will not be accepted.