



# Bois Forte Band of Chippewa

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

## COOK

### Position Description

**Opens: September 24, 2025**

**Closes: October 07, 2025**

<b>Department:</b>	477 Program/Early Childhood Programs	<b>Reports to (title):</b>	Health and Safety Manager
<b>Job Code:</b>	N-5	<b>Job Location:</b>	Bois Forte Head Start–Nett Lake, MN
<b>Pay Range:</b>	Min: \$13.47 Mid: \$16.84 Max: \$20.21 <i>(Quest position will start at \$15.00)</i>	<b>Supervises:</b>	None
<b>Hours/week:</b>	40	<b>Classification:</b>	Non-Exempt
<b>Type of Position:</b>	Full-Time <i>(Quest)</i>	<b>Effective Date:</b>	10/01/2025
<b>Indian Child Protection Background:</b>	Yes	<b>Revised Date:</b>	10/01/2025

### 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 Cook is responsible for the food service program, planning, ordering, preparation, clean-up, and record keeping, for children, staff and parents, or other program people. The cook prepares menus and submits records of daily food production, inventory and purchases, orders groceries, and related items. Incumbent follows all Child and Adult Food Program, Head Start Nutrition, Childcare, and Indian Health Service regulations.

### ESSENTIAL DUTIES, FUNCTIONS, & RESPONSIBILITIES

1. Plan six-week cycle menus, order, prepare and serve food in a clean, safe environment according to applicable regulations and program needs.
2. Comply with Early Head Start menu requirements for infant /toddlers, to include posting the menus and noting any substitution and reasons for changes.
3. Prepare breakfast, lunch, and afternoon snack, serving well balanced meals at the scheduled times.
4. Participate in nutrition related learning activities; classroom participation in introducing new foods to children and other nutrition related learning experiences; include children in assisting in clean-up after meals.
5. Prepares meals for special events and/or planned activities.
6. Work with nutritionists, parents, Head Start Health Manager and Director to review and revise nutrition service plan annually, to monitor monthly and to assist in the annual program self-assessment.
7. Responsible for nutrition plan implementation, completion of goal and objectives, and meeting all regulations and requirements.

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8. Keep accurate records as required by the Child and Adult Care Food Program and Head Start Policies and Procedures; keep daily meal counts and prepare weekly and monthly reports.
9. Responsible for submission of all paperwork in a timely manner.
10. Responsible for dishwashing and the cleanliness of the kitchen and storage areas according to health and safety standards.
11. Attending training, staff meetings, and related planning sessions.
12. Conduct inventory monthly.
13. Attend staff meetings and attend training pertinent to duties according to Staff Development Plan.
14. Maintain confidentiality and adhere to the Bois Forte Personnel Policy.
15. Perform other duties as required by the regulations, policies, and procedures of the program, or as assigned by supervisor.
16. As an employee of the Bois Forte Reservation, will follow the Bois Forte Procurement Policy and any other applicable procurement requirements when obtaining goods and/or services for the Bois Forte Band of Chippewa.
17. Maintain effective work relationships with staff, parents, and the community.

### MINIMUM MANDATORY QUALIFICATIONS

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| Experience:  | <ul style="list-style-type: none"><li>• One (1) year experience in food service work.</li></ul>  |
| Education:   | <ul style="list-style-type: none"><li>• High school diploma or GED.</li></ul>  |
| License/Certification:   | <ul style="list-style-type: none"><li>• Obtain CPR and first aid within one year of hire.</li><li>• Obtain and maintain food handler's certification within one (1) year from date of hire.</li></ul>  |
| Mandatory Knowledge, Skills, Abilities and Other Qualifications: | <ul style="list-style-type: none"><li>• Submit to and pass required background checks.</li><li>• Must have basic cooking skills.</li><li>• Must have a desire to work with pre-school children, staff, and parents.</li><li>• Must have knowledge of nutrition, food preparation, and cooking in quantity.</li><li>• Must have a complete physical, including a TB test upon hire and annually thereafter.</li><li>• Knowledge of values, lifestyles and culture of Ojibwe people and ability to work in inter-cultural situations and environments. Knowledge of Bois Forte families preferred.</li><li>• Current or former Head Start parent preferred. (45 CFR 1304.52(b)(3)).</li><li>• Experience or background in Native American programs preferred.</li><li>• 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 training and help desk.</li><li>• Knowledge of Microsoft Office Suite (Word, Excel, etc.), internet software and appropriate storage of electronic files.</li><li>• A record of satisfactory performance in all prior and current employment as evidenced by positive employment references from previous and current employers.</li></ul> |

### PREFERRED QUALIFICATIONS

- None.

### WORK ENVIRONMENT

Work environment: The work environment characteristics described here are representative of those an employee encounters while performing the primary functions of this job to include exposure to heat and standing for long periods of time. 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.

*Position Description*

- 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.
- 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 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.

**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/employment](http://www.boisforte.com/employment) to complete 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](mailto:hrgeneralist@boisforte-nsn.gov) Applications received after the closing date will not be accepted.**