



# Bois Forte Band of Chippewa

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

## ELDERS COOK AND FOOD SHELF COORDINATOR

### *Position Description*

<b>Opens: January 22, 2026</b> <b>Closes: February 04, 2026</b>			
<b>Department:</b>	Health & Human Services	<b>Reports to (title):</b>	Community Wellness Program Manager
<b>Job Code:</b>	N-8	<b>Job Location:</b>	Bois Forte Tribal Government Office-Vermilion, MN
<b>Pay Range:</b>	Min: \$16.05 Mid: \$20.06 Max: \$24.07	<b>Supervises:</b>	None
<b>Hours/week:</b>	40	<b>Classification:</b>	Non- Exempt
<b>Type of Position:</b>	Full-Time	<b>Effective Date:</b>	01/09/2026
<b>Indian Child Protection Background:</b>	No	<b>Revised Date:</b>	01/09/2026

### 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.
- Maintain a current insurable driver's license.
- Display respect and understanding of Bois Forte Band of Chippewa traditions and values.

### POSITION PURPOSE

This position is responsible for planning, coordinating, and implementing the Elderly Nutrition Program and Community Food Shelf operations for the Bois Forte Reservation. Duties include meal preparation and delivery for elders, planning, organizing and record keeping of monthly Elder Meeting Circle, managing food shelf inventory and distribution, reporting program activities, and ensuring compliance with health and safety standards.

### ESSENTIAL DUTIES, FUNCTIONS, & RESPONSIBILITIES

1. Prepare nutritious meals for elders according to dietary guidelines; maintain a clean, safe kitchen environment; ensure proper food handling and sanitation practices; order food and supplies as needed and process bill payments for purchases.
2. Develop menus that meet dietary guidelines and incorporate cultural traditions; distribute menus to Elders and publish in the local newspaper.
3. Ensure timely and safe delivery of meals to elders, maintaining proper food temperatures during transport.
4. Plan, organize, and record monthly Elder Meeting Circle; reserve rooms and prepare teleconferencing equipment, prepare and disburse flyer, survey elders for topics, snacks/coffee, be present and take notes.
5. Receive, sort, store, and distribute food and non-food items; maintain distribution records; implement FIFO practices; organize and restock food shelf weekly; assist with unloading and storing pallets.
6. Survey elders for food preferences; incorporate cultural traditions into menus; coordinate with other reservation programs serving elders.

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7. Maintain IHS-compliant cleanliness in kitchens and food shelf areas; ensure safe delivery of hot and cold foods at proper temperatures.
8. Prepare and submit program reports as required.
9. Attend required training and meetings; perform additional tasks as assigned.
10. 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.

### **MINIMUM MANDATORY QUALIFICATIONS**

Experience:	<ul style="list-style-type: none"><li>• Two years in related field (nutrition, food service, warehouse, program management).</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>• Valid driver's license and must be insurable under Band's RTC Automobile Policy.</li><li>• Food Handling Certification (or ability to obtain).</li><li>• Serve Safe Certification (or ability to obtain).</li></ul>
Mandatory Knowledge, Skills, Abilities and Other Qualifications:	<ul style="list-style-type: none"><li>• Knowledge of food safety standards and sanitation practices.</li><li>• Ability to prepare and deliver meals that meet dietary guidelines.</li><li>• Ability to develop culturally appropriate menus.</li><li>• Strong organizational and time management skills.</li><li>• Ability to maintain accurate distribution records.</li><li>• Proficiency in Microsoft Office Suite for reporting and documentation.</li><li>• Effective verbal and written communication skills.</li><li>• Ability to maintain confidentiality and comply with HIPAA regulations.</li><li>• Problem-solving skills and ability to work independently.</li></ul>

### **PREFERRED QUALIFICATIONS**

- Knowledge of Native American culture and elder nutrition needs.

### **WORK ENVIRONMENT**

Work environment:	Combination of kitchen, warehouse, and office settings. Frequent standing, walking, bending, and lifting up to 50 lbs. Ability to handle deadlines, interruptions, and multitask effectively.
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 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

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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.