



TRIBAL PERSONNEL DEPARTMENT

**JOB ANNOUNCEMENT**

**JOB TITLE:** **Cook**  
**SUPERVISOR:** Gookomis Endaad Director  
**LOCATION:** Gookomis Endaad  
**POST DATE:** January 6, 2025  
**CLOSING DATE:** January 20, 2025

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**General Description:** The primary responsibility of this position is for the provision of quality food preparation, menu planning, following standards in food storage and preparation, and maintaining food supply for the residents of Gookomis Endaad.

**Qualifications:** High School Diploma or equivalent is preferred. Experience working with AODA patients preferred. Serv Safe Certification is required.

**Salary: \$17.00-\$19.00/hr. depending on qualifications.**

**How to Apply:** Submit your application for employment, and notarized release of information form by the deadline. Applications and detailed job descriptions can be located on our website [www.ldftribe.com](http://www.ldftribe.com) or are available at the William Wildcat Tribal Center in the Human Resources Department. Please submit your application materials to:

Human Resources Department  
P.O. Box 67  
Lac du Flambeau, WI 54538  
715-588-3303  
Email: [hr@ldftribe.com](mailto:hr@ldftribe.com)

Native American preference will be applied to hiring of this position as defined in Title 25, U.S. Code, Chapter 14, Subchapter V, subsection 273 & 274. We are an equal opportunity employer with preference given to qualified Native American applicants in accordance with federal law and tribal policy.

**Lac du Flambeau Band of Lake Superior Chippewa Indians  
Nonexempt Position Description**

**A. TITLE OF POSITION:** Cook

**B. DEPARTMENT:** Gookomis Endaad

**C. SUPERVISOR'S TITLE:** Gookomis Endaad Director

**D. DESCRIPTION OF DUTIES:** The Cook for Gookomis Endaad is responsible for the day to day management of essential tasks in the kitchen of the facility. Specific responsibilities include but are not limited to the following:

1. Maintain a clean and safe working environment.
2. Creating and posting a menu monthly for patients to review.
3. Properly storing and labeling food.
4. Help maintain kitchen equipment and appliances.
5. Working with patients and showing them basic cooking and food preparation skills.
6. Sanitizing food preparation equipment, dishes and utensils.
7. Preparing good, home cooked food for patients.
8. Exhibits knowledge of quality food standards, methods of food preparation appropriate to position, sanitation standards established by regulatory agencies.
9. Adjusts food items to accommodate residents with allergies or specific diet concerns.
10. Follow all ServSafe and governmental regulations for food safety and handling.
11. Weigh, measure, mix and prep ingredients according to recipes.
12. Steam, grill, boil, bake or fry ingredients.
13. Check food and ingredients for freshness.
14. Ensure kitchen is stocked and orders appropriate amounts of supplies to stay within budget.
15. Understand, practice and enforce appropriate staff, community and partner communications that promote the organization and the Tribe towards successful operations and outcomes.
16. Understand, communicate and promote other Tribal programs to residents, providers, partners, and staff when appropriate.
17. Other job-related duties as assigned in order to provide quality recovery services.

**E. POSITION RELATIONSHIPS:**

1. **Internal:** Daily interaction with facility employees.
2. **External:** Some interaction with facility vendors.

**F. SUPERVISORY RESPONSIBILITIES:** None

**G. SUPERVISION RECEIVED:** Gookomis Endaad Director

