



TRIBAL PERSONNEL DEPARTMENT

JOB ANNOUNCEMENT-REPOST

JOB TITLE: Nutrition Education Assistant
SUPERVISOR: Food Distribution Nutrition Educator
LOCATION: Food Distribution Warehouse
POST DATE: December 28, 2021
CLOSING DATE: Open until filled

General Description: The primary responsibility of this position is to provide assistance to the nutrition educator. Nutrition educator will serve as a mentor to train the nutrition assistant to assume some of the responsibilities of the nutrition educator.

Qualifications: High School Diploma or Equivalency is required.

Salary: \$15.00/hr. (15 hrs. a week)

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 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

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: Nutrition Education Assistant

B. DEPARTMENT: Food Distribution Program

C. SUPERVISOR'S TITLE: FDP Nutrition Educator

D. DESCRIPTION OF DUTIES: The primary responsibility of this position is to provide assistance to the nutrition educator. The Nutrition Educator will serve as a mentor to train the nutrition assistant to assume some of the responsibilities of the nutrition educator. Specific duties include but are not limited to:

- 1) Assist Nutrition Educator with office responsibilities, filing, phone calls, maintaining records, cleaning.
- 2) Assist Nutrition Educator with food demonstrations: prep cooking, washing dishes, measuring ingredients.
- 3) Keep kitchen clean after preparing recipes.
- 4) Learn basic nutrition, food safety, and healthy cooking techniques with assistance from the nutrition educator.
- 4) Transport participants to and from class as needed; assist with curbside deliveries.
- 5) Assist the nutrition educator with developing health recipes and nutrition handouts and display materials, based on the US Dietary Guidelines for Americans and ChooseMyPlate.gov

E. POSITION RELATIONSHIPS:

1. **Internal:** Frequent contact with all tribal departments and programs.
2. **External:** Daily contact with customers and vendors.

F. SUPERVISORY RESPONSIBILITIES: None

G. SUPERVISION RECEIVED: FDP Nutrition Educator

H. EDUCATION: High School Diploma or Equivalency required.

I. EXPERIENCE: Basic cooking and cleaning skills preferred.

J. SKILLS:

1. Knowledge of healthy and safe food preparation.
2. Knowledge of socio-cultural factors associated with Native Americans.
3. Knowledge of scientifically based nutrition resources.
4. Willing to learn all areas of nutrition needed to assist nutrition educator.
5. Willing to work as a team with other tribal programs.
6. Ability to relate well to residents of the local community.
7. Ability to perform normal office duties including computer applications.
8. Ability to follow directions.

