



## JOB ANNOUNCEMENT

**JOB TITLE:** Nutrition Site Manager  
**SUPERVISOR:** Aging & Long-Term Care Director  
**POST DATE:** April 23, 2021  
**CLOSING DATE:** May 7, 2021

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**General Descriptions:** The primary responsibility of this position is to review menus, create monthly newsletters, and order all items necessary for preparation and distribution of meals through the nutrition service. Assist participants with signing up for daily meals. Financial & Record keeping ensuring program is in compliance with all applicable policies, guidelines and regulations. Maintain a perpetual inventory system. Record & update Title 3 & Title 6 demographics & meal counts in the web-based S.A.M program.

**Qualifications:** High school diploma or equivalent is required. Minimum of two years of experience as a kitchen supervisor and minimum of two years of experience working with a diverse population. Ability to utilize Microsoft applications "Word" & "Excel". Basic data entry skill (alpha numeric). Certified in food safety, including required serving temperatures.

**Salary:** \$16.00-\$18.00 per hour.

**How to Apply:** Submit your application for employment, and notarized release of information form by the deadline. Applications and detailed job descriptions can be requested via phone or email and 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**

P.O. Box 67 • Lac du Flambeau, Wisconsin 54538 • (715) 588-3303 • Fax (715) 588-9131

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

- A. TITLE OF POSITION:**                   **Nutrition Site Manager**
- B. DEPARTMENT:**                       **Aging & Long-Term Care**
- C. SUPERVISOR'S TITLE:**           **Aging & Long-Term Care Director**
- D. DESCRIPTION OF DUTIES:** The primary responsibility of this position is to review menus, create monthly newsletter, and order all items necessary for preparation and distribution of meals through the nutrition service. Assist participants with signing up for daily meals. Financial & record keeping ensuring program is in compliance with all applicable policies, guidelines and regulations. Maintain a perpetual inventory system. Record & update Title 3 & Title 6 demographics & meal counts in the web-based S.A.M program.

Specific responsibilities include but are not limited to the following:

1. Meal Preparation and Delivery:
  - Review menus developed by head cook on a monthly basis, incorporating suggestion from elder participants.
  - Submit menu to Dietician for review.
  - Submit approved menu to appropriate staff no later than the 20<sup>th</sup> of the month preceding the scheduled meals, for publication in the Senior Moments Newsletter.
  - Order all items necessary for preparation and distribution of meals through the nutrition service.
  - Assist with daily preparation, delivery and clean-up of meal services.
  - Assist participants with signing up for daily meals
  - Re-assign home-delivery routes as needed.
  
2. Financial & Record Keeping:
  - Ensure operation of program is in compliance with all applicable policies, guidelines and regulations.
  - Work within a designate budget to provide nutrition services and maintain meal site.
  - Receipt food items, ensure all items are received and in good condition. Return for credit all damaged items that were not the intended items as ordered.
  - Authorize payment for all food and related services, including weekend meals

- Submit monthly meal counts to accounting and supervisor.
- Work with supervisor to develop yearly budget in accordance with current needs.
- Maintain a perpetual inventory system.
- Maintain records of all menus for the period of one year.
- Develop a system to record cleaning duties for nutrition staff.

### 3. Reporting:

- Maintain monthly records of number of persons who have used transportation and nutrition services, and document information regarding the type of services used.
  - ▶ Complete Title III & Title VI participant intake forms and also complete annual updates January of each year.
  - ▶ Record & update Title III & Title VI demographics and meal counts in the web based S.A.M program.
  - ▶ Maintain and update daily transportation records by vehicle/purpose/ambulatory or non-ambulatory & units provided for the Vilas County Department of Transportation for the semi-annual reporting.
- Provide information regarding nutrition services to supervisor as needed for quarterly, semi-annual report.
- Report participant self - neglect or other unusual behaviors of participants to the Community Health Nurse.

### 4. Time and Work Management

- Complete daily work assignments within an appropriate time frame
- Meals prepared and ready at designated time
- Demonstrate flexibility in response to unexpected changes in work volume, emergencies, staffing or scheduling changes

### 5. Presence:

- Accommodate to participant and potential participants
- Maintain strict/absolute confidentiality
- Co-operates with co-workers to meet participant needs
- Listens attentively to concerns and responds with a positive approach
- Recognize conflict, understand appropriate methods to address/resolve conflict; including one on one or seek assistance from supervisor or other key staff

### 6. Other:

- When the Senior Center is closed during the week, must provide Casino with appropriate elder list for weekday meals
- Provide Casino with appropriate list for weekend meals
- In coordination with the Aging & LTC Director, schedule and attend all Elderly Advisory Board meetings, and follow up on recommendations regarding nutrition services and programs.
- Attend meetings and conferences including NAAOA, Vilas County Nutrition/DOT/Commission on Aging, if assigned
- All other duties as assigned

**E. POSITION RELATIONSHIPS:**

- 1. Internal:** The Nutrition Site Manager will have direct and frequent contact with Aging & Long-Term Director, Receptionist/Chores Supervisor, PC Nurse, LDF Social Worker, Elderly Activities Coordinator, and the Accounting department.
- 2. External:** The Nutrition Site Manager will have frequent contact with Tribal elders, Tribal members with disabilities or family members and other visitors and program suppliers.

**F. SUPERVISORY RESPONSIBILITIES:** Supervision of head cook, assistant cook, home delivery drivers, and all volunteers (including TANF, General Assistance, Title V, Green Thumb). Responsible for annual reviews subordinate staff.

**G. SUPERVISION RECEIVED:** Supervision received from the Aging & LTC Director.

**H. EDUCATION:** High school diploma or equivalent is required.

**I. EXPERIENCE:** Minimum of two years of experience as a kitchen supervisor and minimum of two years of experience working with a diverse population.

**J. SKILLS:** Well organized and skilled with alpha/numeric data entry, along with knowledge of daily food dietary requirements, food handling and sanitation. Certified in food safety, including required serving temperatures.

**K. WORKING ENVIRONMENT:**

- 1. Work Conditions:** Normal office setting.
- 2. Exposure to Hazards:** Chemicals used for sanitation of kitchen utensils and preparation areas.
- 3. Physical Requirements:** Must be able to stand extended periods of time and lift 25 lbs.

**L. BEHAVIOR:** The vision, goals and objectives of the Lac du Flambeau Band of the Lake Superior Chippewa Indians requires the Nutrition Site Manager to perform in both a professional and personable manner. The manner in which the employee relates to fellow employees, customers and visitors is considered parallel in importance to technical knowledge and ability. Respect and consideration given to the dignity of each customer, visitor and fellow employee is a requisite of successful job performance.

**M. OTHER:** Must submit to a drug test prior to commencing employment and random testing thereafter. Criminal background check required applicable to the job description. As an employee of the Tribe, he/she will be subject to the Policies and Procedures of the Lac du Flambeau Band of Lake Superior Chippewa Indians.

**N. SIGNATURE:**

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**Tribal Administrator**

**Date**