TRIBAL PERSONNEL DEPARTMENT

JOB ANNOUNCEMENT

JOB TITLE: **Senior Nutrition Site Assistant Cook (Part-Time)**
SUPERVISOR: Nutrition Site Manager and Lead Cook
LOCATION: Aging & Long-Term Care Program
POST DATE: **November 10, 2026**
CLOSING DATE: **November 24, 2026**

General Description: The primary responsibility of this position is to assist in all stages of meal preparation, cleaning, inventory, and transportation.

Qualifications: High School Diploma or equivalent is required. Knowledge of food preparation and customer service is preferred. Must maintain a valid Wisconsin Driver's license, be insurable, and maintain a safe driving record.

Salary: $16.00/hr.

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: Senior Nutrition Site Assistant Cook

B. DEPARTMENT: Aging & Long-Term Care Department

C. SUPERVISOR'S TITLE: Nutrition Site Manager and Lead Cook

D. DESCRIPTION OF DUTIES: This position will be primarily responsible for all stages of meal preparation, cleaning, inventory and transportation.
Specific position responsibilities include, but are not limited to the following:

DUTIES

1. Assist with all stages of daily meal preparation.
2. Assist with meal packaging and count for delivery to homebound Elders.
3. Serve nutrition program participants meals cafeteria style.
4. Daily cleaning of steam tables, trays, silverware, ovens, freezer, laundry, and other duties as assigned by Supervisor.
5. Assist with general inventory of all supplies associated with cleaning, daily meal preparation, dine-in, and carry out containers.
6. Assist with driving duties for senior transportation during working hours, as needed.
7. Expected to help other staff facilitate and attend social program activities for Tribal Elders and program participants.
8. Other duties as assigned.

PRESENCE

1. Good attendance is essential to the team in ensuring meals are prepared and delivered in a timely manner.
2. Exhibit an amenable and helpful attitude when offering meals or services to Elders.
3. Must maintain proper personal hygiene and cleanliness practices.
4. Must maintain the strictest confidentiality with program and Elder services.

E. POSITION RELATIONSHIPS:

1. **Internal:** Daily contact with Senior Center Program Participants and Aging Program staff.
2. **External:** Occasional contact with vendors and other Tribal entities.

F. SUPERVISORY RESPONSIBILITIES: None

G. SUPERVISION RECEIVED: Daily supervision and direction given by Lead Cook and/or Nutrition Site Manager.

H. EDUCATION: High School Diploma or equivalent is required.

I. EXPERIENCE: Knowledge of food preparation and customer is preferred.

J. SKILLS:

1. Must receive certification in CPR and SERV Safe certification course.
2. Must have a valid Wisconsin Driver's License, be insurable, and maintain a safe driving record.

K. WORKING ENVIRONMENT:

1. **Work Conditions:** Most duties completed in an industrial size kitchen environment.
2. **Exposure to Hazards:** Will be exposed to kitchen equipment such as ovens, slicers, steam table, etc. which may pose hazards.
3. **Physical Requirements:** Must be able to lift up to 40 lbs., bend and sit frequently and stand for 1-2 hours at a time.

L. BEHAVIOR: The vision, goals and objectives of the Lac du Flambeau Band of the Lake Superior Chippewa Indians requires the Senior Nutrition Site Assistant Cook 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. Any attitude or behavior that will tarnish the name or reputation of the Lac du Flambeau Tribe will not be tolerated and is subject to disciplinary action.

M. OTHER: Demonstrate a strong commitment to cultural beliefs and values of the Lac du Flambeau Band of Lake Superior Chippewa Indians and the governing Tribal Council. Practices cultural sensitivity at all times, recognizing the respective diverse work styles within the organization and the Lac du Flambeau community. Must submit to a drug test prior to commencing employment and random testing thereafter. 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:

Employee	Date	Manager	Date
Previously Signed		Previously signed	
Tribal Administrator	Date	Human Resources Director	Date