

# BAD RIVER BAND OF LAKE SUPERIOR TRIBE OF CHIPPEWA INDIANS

CHIEF BLACKBIRD CENTER

P.O. BOX 39

ODANAH, WI 54861

**Job Title:** Elderly Meal Delivery Driver/Kitchen Assistant  
**Department:** Elderly Program - Social & Family Services Department  
**Hourly Rate:** \$10.50-\$11 /Hr  
**Part-Time:** 20 Hrs/Week  
**Exempt:** No/Hourly  
**Supervisor:** Elderly Program Manager  
**Posting Date:** In-House  
Opens: May 1, 2024  
Closes: May 7, 2024, at 4:30 pm  
**Posting Date:** Public  
Opens: May 8, 2024  
Closes: May 22, 2024, at 4:30 pm  
**Posting Date:** Public  
**Opens:** May 28, 2024  
**Closes:** Open Until Filled



**Summary:** The Elderly Meal Delivery Driver/Kitchen assistant will assist daily with the meal packaging and delivery of meals to home-bound elders. This position is to ensure the delivery of food to elders and do an Elder check. For example, checking in with participants to make sure their needs are met. Inform the Elderly Program Manager of any unmet needs for referral purposes.

**Essential Duties and Responsibilities** include the following. Other duties as assigned.

- Maintain meal counts accurately on daily deliveries.
- Assist the kitchen staff with daily packaging of food.
- Vehicle maintenance on a regular basis such as oil changes, tires, etc.
- Vehicle is cleaned and ready for meal deliveries on a weekly basis,
- All vehicle receipts are turned in immediately to the Program Manager to ensure payment.
- Assist with maintaining the dining area daily by cleaning tables, sweeping & mopping floors. (When in use by Elders.)
- Maintain an up-to-date inventory in the storage area and keep areas always clean of debris.
- Will assist in kitchen clean up and keep kitchen floors well maintained.
- Will clean and sanitize coolers/meal bags on a regular basis.
- Will load coolers, fruit, bread, bags, and meals into the van daily.
- Will hand out written information regarding elderly events and programs when necessary.
- Will report any unusual behavior or situations regarding homebound elders, to the coordinator immediately.
- Will assist with various duties such as shopping for meals.
- Will assist elders to and from, in and out, of the van.
- Will help carry items when necessary.
- Will help maintain a productive channel of communication between the Aging Staff and Elders.
- Will observe all necessary safety precautions. Will adhere to established Personnel Policies and Procedures.
- Will maintain a strict Tribal Confidentiality Code.
- Any other duties as assigned.

**Qualification Requirements:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skills, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

**Education and/or Experience:**

**Required:**

High School Diploma or its equivalent. Driver's License is required. Ability to work in a teamwork setting is required. Able to take direction and follow up with recommendations; provide input when necessary. Must take the Food Handlers Safety Class and pass within six (6) months of employment.

**Other Skills and Abilities:**

**Required:**

This is a required driver position.

Must have a valid driver's license and meet eligibility for tribal insurance.

Must demonstrate patience; be able to relate to elders with objectivity and courtesy.

Must be able to work well with co-workers.

Must be dependable and be available for field trips and other social activities.

Be able to follow oral and written instructions.

Must be reliable, hardworking, and punctual.

**Background Check:**

This position is contingent on the required ability to pass a caregiver background check when working with children and/or elderly.

This position required for eligibility a required driver check, to meet eligibility for tribal insurance.

**Reasoning Ability:**

Must demonstrate patience; be able to relate to elders with objectivity and courtesy. Have awesome customer service skills.

**Physical Demands:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions. Must be physically able to observe all mandatory safety regulations. Must be physically able to repeatedly get on and off the van. Position requires sitting for extended periods, some standing, walking, bending, stooping, and lifting up to 75lbs on occasion.

**Work Environment:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions. Subject to inside and outside conditions. Noise level is moderate.

**Drug-Free Workplace in accordance with the Drug-Free Workplace Act of 1988, P.L. 100-690, and the Bad River Tribe's Employee Policy & Procedures Handbook. Indian Preference will be given in accordance with P.L. 93-638 and the Tribe's Preference Policy.**

**Send Application and Resume To:**

**Bad River Tribe**

**Attn: Human Resources**

**P.O. Box 39**

**Odanah, WI 54861**

<http://www.badriver-nsn.gov/>

**Application material may also be email to:**

[HRmanager@badriver-nsn.gov](mailto:HRmanager@badriver-nsn.gov)

[HRassistant@Badriver-nsn.gov](mailto:HRassistant@Badriver-nsn.gov)