

BAD RIVER BAND OF LAKE SUPERIOR TRIBE OF CHIPPEWA INDIANS

CHIEF BLACKBIRD CENTER

P.O. BOX 39

ODANAH, WI 54861

Job Title: Kitchen Aide(s)
Department: Summer Feeding, Social & Family Service
Hourly Rate: \$10.00 - \$12.00
Seasonal: Part/Full Time (Limited Term Employment)
Exempt: No/Hourly
Supervisor: Head Cook/Site Supervisor – Food Distribution Manager
Posting Date: Public
Open: May 16, 2024
Closes: Open Until Filled



Summary: The Kitchen Aide will assist the Head Cook/ Site Supervisor with all kitchen activities and feeding site duties.

Essential Duties and Responsibilities include the following. Other duties may be assigned.

- Assist with supervision of children at feeding sites 1 & 2
- Assist in cooking and serving meals.
- Assist in clean up duties in the kitchen and feeding area.

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. Knowledge of the uniqueness of the Bad River Community. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience:

Required:

- High school diploma or equivalent.
- Must be a minimum of eighteen (18) years of age.
- Must be willing to obtain Food Handler's certification.

Other Skills and Abilities:

Required:

- Must possess excellent interpersonal skills and the ability to relate well to program participants with objectivity and courtesy.
- Must be self-motivated.
- Must have a responsible past attendance record.
- Moderate Computer skills
- Experience working with children

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

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 the essential functions. Must pass a physical health examination. Position requires standing for extended periods of time, some sitting, walking bending, stooping and lifting up to 50lbs.

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 the essential functions. This position is subject to inside and outside work. The noise level may be moderate to loud.

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 emailed to:

HRmanager@badriver-nsn.gov

HRassistant@Badriver-nsn.gov