



13394 W Trepania Road
Hayward, Wisconsin • 54843
Phone 715-634-8934 • Fax 715-634-4797 • HR Fax 715-634-1209

Job Description

LCO Elder Nutrition Program Head Cook

Position Description:	Head Cook , Elder Nutrition Program
Salary:	\$13.50/hour
Location:	LCO Elder Nutrition Center
Supervisor	Nutrition Manager and Program Director
Administration	LCO Tribal Administration
Posting Date	January 23, 2020
Closing Date	Open Until Filled

Position Description:

- Administer a balanced meal for the Elderly Nutrition program.

Qualifications:

- Mature adult; Tribal preferences applies.
- High School diploma or equivalent.
- Valid Wisconsin Driver's License.
- Experience in cooking, menu writing and planning.
- Basic computer knowledge.
- Must be able to communicate effectively and must be trainable.
- Ability to stand for long periods of time; ability to lift and carry 50lbs. supplies.
- Ability to obtain State of WI Food Manager Certification when available.
- Must be able to pass a background check.
- Must be able to pass a pre-employment drug screen.

Duties and Responsibilities:

- Oversee the kitchen operations to ensure a quality meal is prepared daily.
- Plans and writes nutritious menus which comply with state and federal nutrition guidelines.
- Work with Dietitian for documentation regarding meal pattern & menu recommendations.
- Inventory control - Orders food and supplies in sufficient quantities for weekly menus.

*LCO Tribal Government
Human Resource Dept
LCO Elder Nutrition Program Head Cook*

- Monitors and maintains the inventory of food and supplies.
- Arranges and directs the appropriate storage of food and supplies.
- Directs the preparation of food; prepares and serves food.
- Package food for home delivery.
- Checks food service for portion control, serving temperatures, food quality.
- Checks food service for cost control.
- Ability to Supervisor kitchen staff including sub cooks and assistant cooks.
- Ability to train kitchen staff including sub cooks and assistant cooks.
- Monitors and assists in daily clean-up of kitchen and dining area.
- Plans direct and supervise the activities of kitchen staff.
- Knowledge and ability to train volunteers in safety and sanitation regulations.
- Determines kitchen assignments for volunteers.
- Determine Home Delivered Meal (HDM) drivers & runners' daily assignments.
- May help with Home Deliveries as needed.
- Maintain a safe and welcoming environment for Elders
- Maintains safety and sanitation standards throughout all food preparation and storage.
- Assist in Coordinating activities such as monthly bingo sessions, monthly breakfasts and fund raisers.
- Coordinate special Elder Holiday dinners & events.
- Assist with annual surveys for the Nutrition Program as required by funding agencies.
- Assist with annual client assessments for the Nutrition Program as required by funding agencies.
- Attend food shows as needed, to gain knowledge on new items for cost effectiveness.
- Shall be available for local and out of the area travel as required for job related training.
- Shall attend all required meetings and functions as needed.
- Assist with kitchen staff employee evaluations.
- Perform any other duties that may be assigned by the Nutrition Program Manager and Program Director.

Application Procedure:

Submit completed LCO Employment Application including Release and Authorization Form (available upon request or on the Tribe's website) along with a cover letter, resume and at least three (3) letters of reference. Certificate of Good Standing in each jurisdiction where licensed and any other supportive documents. **Tribal Member applicants must provide a signed official document from a federally recognized Tribe acknowledging enrollment.**

Mail to:

**Lac Courte Oreilles Tribal Government
ATTN: Human Resources
13394 W. Trepania Road
Hayward, WI 54843
FAX (715) 634-4797
HR Fax (715) 634-1209
doreen.debrot@lco-nsn.gov
caroline.yellowthunder@lco-nsn.gov**

Tribal preference will apply to qualified applicants in accordance with the Lac Courte Oreilles Policies & Procedures Manual.