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# LAC VIEUX DESERT BAND OF LAKE SUPERIOR CHIPPEWA INDIANS

## HUMAN RESOURCES

P.O. Box 129, N5384 US 45 Watersmeet, MI 49969  
Phone: 906-358-4226 Fax: 906-358-4913



**REPOSTED: OCTOBER 10, 2019**

**DEADLINE: UNTIL FILLED**

### **JOB DESCRIPTION**

**POSITION:** Elders Nutrition Program Cook  
**DEPARTMENT:** Elders Department  
**REPORTS TO:** LVD Elders Coordinator  
**LOCATION:** Gathering Place  
**EMPLOYMENT:** Full-Time  
**SALARY:** \$13.23 - \$15.73 Depending on Experience

### **JOB DESCRIPTION:**

The Lac Vieux Desert Elders Nutrition Program Cook, under the direction of the Lac Vieux Desert Elders Coordinator is responsible for creating and implementing menus, preparing menus, and supervising Kitchen Aids and/or Volunteers that are helping prepare meals. All staff/volunteers must follow program guidelines. We strive to exceed our Mission statement for Lac Vieux Desert Band of Lake Superior Chippewa Indians. The Elders Cook is responsible for developing and planning seasonal/indigenous menus in accordance with the program guidelines and/or nutritionist. The Elders Cook is responsible for managing and planning the daily operations of the kitchen, menu/meal prep, and dining room which includes, but is not limited to preparing and serving planned food menus, using standardized portion control procedures, planning and organization of daily food preparation and ensuring meals are served on time, as scheduled. The Lac Vieux Desert Elders Cook is required to meet with the Elders Committee on a regular basis.

### **DUTIES AND RESPONSIBILITIES:**

- Responsible planning, organizing, and implementing seasonal and indigenous menus while following proper guidelines.
- Guides, supports, and serves the elders ensuring nutrition goals/requirements are met.
- Organize and use time management to accomplish assigned tasks with minimal supervision.
- Supports activities in the Tribal community and surrounding communities.
- Develops volunteer/staff to-do activity lists to keep Elders interested and involved in the program; Elders Cook/Volunteers must be open to learning recipes (in accordance with program)
- Maintains food/equipment inventory and understands online ordering services.
- Adheres to the Title VI Resources Manual, as provided by the Inter-Tribal Council of Michigan and must meet deadlines in pursuant of the Title VI Program.
- Assure meals are accounted for according to established procedures and maintains monthly report for Elders Coordinator.
- File and organize all paperwork in accordance to the Title VI program.
- Assure all areas are safe, clean and tidy.
- Observes and reports any problems, concerns or issues regarding the Elders Nutrition Program to the Elders Coordinator.
- Responsible for meeting with nutritionist on required basis.
- Completes and coordinates all clean-up duties after each meal service.
- Follows cleaning schedules and sanitation checklists to ensure kitchen and food service areas are maintained in a clean and sanitary condition.
- Upholds confidentiality at all times.

- Attends required trainings.
- Visits with Elders in dining room to ensure satisfaction with meals being served and obtains feedback.
- Prepares and serves a wide range of foods that are fresh and many meals made from scratch.
- Knowledge of rules and regulations of health and safety in food preparation.
- Assist Elders when needed, for meal deliveries.
- General understanding of the needs of elders, willing to learn and to teach others, as well as accept constructive criticism.
- Promotes healthy living by being a positive role model.
- Must be flexible and assume other responsibilities assigned by the Elders Coordinator.
- Responsible to complete all other duties as assigned and not detailed in this job description as provided by the Elders Coordinator.

**MINIMUM QUALIFICATIONS:**

- Must be 18 years of age or older
- High school diploma or GED
- Must be able to work under minimal supervision
- Must be able to lift up to 50 pounds, stand and/or sit for long periods of time, and work in a noisy environment
- Must have two or more years of cooking experience, experience cooking for large groups of people (50+), and nutrition knowledge to accommodate different dietary needs of our elders
- Ability to accurately use Microsoft Word and Microsoft Excel
- Leadership skills including problem solving and confident in decision making
- Required to possess and maintain a valid Driver's License and proof of insurance
- Strong understanding and desire to build rapport with Our Elders in an environment that upholds their privacy, dignity, choice, independence, and individuality
- Experience preparing special diets including low sodium, low cholesterol, diabetic, and vegetarian
- Must be able to physically/mentally perform tasks, as verified by a health screening that includes TB clearance (if required) and must be free of communicable disease
- Must pass background check and pre-employment screenings
- Must be CPR certified or must receive within 90 days
- Must complete Food Handlers/Serve Safe within 30 days

**PREFERRED QUALIFICATIONS:**

- Working in a Native American Community
- Minimum of (2) years working with Elders

*The above statements are intended to describe the general nature and level of work performed by people assigned to this classification. They are not intended to be construed, as an exhaustive list of all responsibilities, duties and skills required of personnel so classified. Management retains the right to add or to change the duties of the position at any time. Must be able to pass a pre-employment drug screen and applicable background checks related to the position*

**Lac Vieux Desert Band of Lake Superior Chippewa – Our Mission:** To provide a better life for this generation, the opportunity for successive generations to carry on, and to provide the basis for Native American self-sufficiency among its constituency and all native peoples – today and always.

**Date Approved by the Tribal Council: September 10, 2019**

**Lac Vieux Desert Band of Lake Superior Chippewa Indians**  
**Human Resources Department**  
**P.O. Box 129, N5384 US 45**  
**Watersmeet, MI 49969**  
**Email: [hr@lvdcasino.com](mailto:hr@lvdcasino.com)**  
**Website: <http://www.lvdcasino.com/Content/Careers.cfm>**  
**Phone: 906-358-4226 Ext. 7318**  
**Fax: 906-358-4913**