



JOB ANNOUNCEMENT

Cook – Weekend and On-Call – P/T

OPENING DATE: September 21, 2016
REVIEW DATE: October 3, 2016
CLOSING DATE: Open until filled
START DATE: As soon as possible
LOCATION: NWIC Main Campus
SUPERVISOR: Director of Residence Life
SALARY: \$12.63/hour

Indian Preference applies – except as provided by the Indian Preference Act (Title 25, U. S. Code, Section 473), NWIC supports and provides equal opportunity employment and educational opportunities, regardless of race, religion, national origin, age, sex, marital status, physical or mental disability or status as a special disabled veteran or veteran of the Vietnam era.

SCOPE OF WORK

The Cook is responsible for meal preparation and the service of meals to the college students, staff, and other community members. This position will be responsible for clean up and following safety standards within an Institutional setting.

DUTIES AND RESPONSIBILITIES

1. Prepares, cooks, and serves meals as scheduled at the college cafeteria, and on campus as requested for meetings and events;
2. Inventories and stocks food items as necessary;
3. Works in all phases of food preparation and service;
4. Maintains standard techniques of quantity food preparation utilized in the mixing, cooking, baking, and serving of complete meals in an institutional environment;
5. Inspects food supply received from suppliers and placed in storage to ensure food quality;
6. Monitors conformance with all health and safety regulations;
7. Oversees and participates in kitchen and cafeteria clean up, maintenance, set-up and movement of equipment, as necessary;
8. Interacts with staff and the public utilizing the Residential Cafeteria;
9. Advertise a monthly menu by email and distribution;
10. Updates and maintain records/logs related to food and equipment temperature; and
11. May perform other duties as assigned.

SUPERVISORY RESPONSIBILITIES

This job has no supervisory responsibilities.

QUALIFICATIONS REQUIRED to perform this position successfully:

Minimum Qualifications

- A High School Diploma or GED is required;
- Six (6) months experience in quantity food preparation and cooking of complete meals in an institutional, commercial, military, or similar establishment;
- Knowledge of applicable laws, rules, guidelines, and regulations related to nutrition, meal planning, food preparation and kitchen safety; and
- Ability to prepare large quantities of food and able to prepare and serve meals on time are all required.

Preferred Qualifications

- Prior experience in providing technical direction, oversight, and/or supervision of kitchen staff is preferred.

Other Qualifications:

- Must have a current driver's license and a driving abstract that meets employer qualifications for insurability.

Language Skills:

- Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of organization.

Mathematical Skills:

- Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

Reasoning Ability:

- Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

Computer Skills:

- To perform this job successfully, an individual should have knowledge of basic computer skills.

Certificates, Licenses, Registrations:

- Must have a valid food handler's permit.
- Must have current CPR and First Aid certification

Other Skills and Abilities:

- Effectively communicate and interact with all members of the public (especially college students or those with special needs), staff and management, vendors, health/safety regulatory agencies, community organizations, and outside government organizations;
- Maintain professional work relationships;
- Preference will be given to applicants with experience working in Native communities.

APPLICATION PROCESS

Interested individuals should submit all of the following application materials directly to the NWIC Human Resources office only.

1. NWIC Classified Staff Application
2. EEO Form
3. Cover letter or letter of application
4. Current and complete professional resume
5. Three letters of recommendation from college sources, employers, or individuals who have firsthand knowledge of your qualifications for the position (professional references)
6. Copies of transcripts required at application (originals required if hired)

A complete job announcement and application forms are available online at www.nwic.edu/jobs or may be requested from and submitted directly to:

Northwest Indian College
Director of Human Resources
2522 Kwina Road
Bellingham, WA 98226-9278
Telephone/Fax: (360) 392-4230
E-mail: employment@nwic.edu