

**JOB ANNOUNCEMENT**  
**Cook - Residence Life Center Cafeteria**  
**(Full-time, 12 months)**

**Opening Date:** June 20, 2022  
**Review Date:** **July 5, 2022**  
**Closing Date:** Open until filled  
**Location:** Lummi Main Campus  
**Salary:** **\$18.05 per hour**

*Northwest Indian College hiring practices include adherence to the Indian Preference Act (Title 25, U.S. Code, Section 473). NWIC supports and provides equal opportunity employment and educational opportunities without regard to race, color, religion, national origin, sex (including pregnancy), disability, age, veteran status, sexual orientation, gender identity or expression, marital status or genetic information.*

**SCOPE OF WORK**

The RLC Cook is responsible for meal preparation and the service of meals to students, staff and community members. This position is responsible for cleanup and following safety standards within an institutional setting.

**DUTIES & RESPONSIBILITIES**

1. Prepares, cooks, and serves meals as scheduled at the NWIC Residence Life Center 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 received from suppliers and placed in storage to ensure quality.
6. Monitors conformance with all health and safety regulations.
7. Participates in kitchen and cafeteria clean up, maintenance, set-up and movement of equipment, as necessary.
8. Effectively provide great customer service to all patrons of the RLC Cafeteria, including college students, staff and administrators, and vendors. On occasion, may communicate with representatives from health/safety regulatory agencies, community organizations and outside government organizations.
9. Maintain professional work relationships.
10. Update and maintain records/logs related to food and equipment temperature.
11. May perform other duties as assigned.

## **SUPERVISOR RESPONSIBILITIES**

This job has no supervisory duties.

## **QUALIFICATIONS to perform the position successfully:**

### **Minimum Qualifications:**

- High School Diploma or GED
- 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.
- Ability to prepare large quantities of food and able to prepare and serve meals on time.
- Possess verbal and written skills necessary to accomplish the essential functions of the position.
- Able to meet minimal physical exertion associated with the ability to lift and/or carry up to forty pounds, push, pull, reach and stand for extended periods of time
- Cash handling and register experience

### **Preferred Qualifications:**

- Experience in a commercial kitchen and working in high demand food service. Experience working with a tribal college and/or a tribal community.
- Experience working in a college setting and in a team environment.
- Experience with and sensitivity to Native American people and cultural customs.

### **Certificates, Licenses, Registrations**

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

## **APPLICATION PROCESS**

Interested individuals should submit the following application materials directly to the NWIC Human Resources Office only.

1. Cover letter addressing how you meet the position qualifications
2. NWIC Application
3. NWIC Equal Employment Opportunity (EEO) form
4. Current and complete professional resume
5. Copies of college transcripts (*can submit unofficial copies at time of application*)
6. Three letters of recommendation from persons, who are not members of your immediate family, who have firsthand knowledge of your qualifications for the position
7. If applicable to the position, provide copies of certificates/licenses/credentials

The job announcement and application forms are available online at [www.nwic.edu/about-nwic/employment](http://www.nwic.edu/about-nwic/employment) or may be requested from and submitted directly to:

Human Resources  
Northwest Indian College  
2522 Kwina Road  
Bellingham, WA 98226-9278  
Telephone/Fax: 360.392.4230  
Email: [employment@nwic.edu](mailto:employment@nwic.edu)