

Niiwin Akeaa Campus
 111 Beartown Road
 Baraga, MI 49908
 Phone: (906) 353-4630
 Fax: (906) 353-8107



Wabanung Campus
 770 N. Main St.
 L'Anse, MI 49946
 Phone: (906) 524-8400
 Fax: (906) 524-8106

"Catch Your Dream Through a Superior Education"

| POSITION ANNOUNCEMENT | |
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| Position: | Kitchen Assistant (part-time) |
| Start & Closing Date: | Open Until Filled |
| Salary: | Starting wage = \$10/hr. |
| Location of Job: | Wabanung Campus |
| Supervisory Control: | Head Cook |
| Position Description: | This position will be responsible for assisting the Head Cook with preparation of meals, grocery shopping, inventory, menu planning, cleaning, & other duties as assigned. |
| Qualifications: | <ul style="list-style-type: none"> • High School Diploma or GED required. • Current CPR and First Aid Certification required, or able to obtain with 6 months. • Previous Prep Cook experience required. • Must be able to obtain Food Handlers Certification with 6 months • Must have reliable transportation, a valid Michigan driver's license and ability to travel as required. • Employment is contingent upon the satisfactory result of a security background check, preemployment drug testing, TB test and physical exam. |
| Duties & Responsibilities: | <ul style="list-style-type: none"> • Cooks food in quantities according to menu and number of persons to be served. • Cleans the kitchen and dining area. • Operates dishwasher & hand washes other kitchen items & utensils. • Bakes breads & pastry as necessary. • Cuts meat as necessary. • Adheres to planned menu, taking advantage of foods in season & local availability. • Serves meals. • Helps direct volunteers/community service workers who assist in preparing & serving meals. • Attends all training sessions as required. • Assists with completing & routing all necessary paperwork to the Administrative Assistant. • Fills in as Cook in the absence of the regular cook. • Other duties as assigned by Supervisor. |
| Employment Preference: | Preference will be given to qualified applicants according to policy, this includes Native American Preferences and Veteran Preferences (need DD214). |
| Pre-Employment Test: | Employment is contingent upon the satisfactory result of a Security Background Check, Pre-Employment Drug Testing and Pre-Employment Physical. |

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| <p>How to Apply</p> <p>Applications and other job postings are located on our website: kbocc.edu/jobs/</p> | <p>Submit an official KBOCC application, cover letter, resume, certifications and transcripts, a copy of valid Michigan Nursing license, and three reference letters to:</p> <p style="text-align: center;">Human Resources Keweenaw Bay Ojibwa Community College 111 Beartown Road PO Box 519 Baraga, MI 49908 Phone: (906) 524-8400 Fax: (906) 524-8106 OR Email: hr@kbocc.edu with all required documentation</p> | |
| <p>Baraga Campus Niiwin Akeaa Center 111 Beartown Rd Baraga, MI 49908</p> | <p>L'Anse Campus Wabanung Campus 770 N. Main St. L'Anse, MI 49946</p> | <p>Pelkie Campus Arts & Agriculture Center 15211 Pelkie Rd. Baraga, MI 49958</p> |