

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"

JOB DESCRIPTION

POSITION: Culinary Chef

LOCATION: KBOCC Wabanung Campus
L'Anse, MI 49946

SUPERVISORY CONTROL: President

SALARY: Grade 11 (minimum \$16.70)

TERM: Full Time (40 hrs/week)

SUMMARY:

This position is responsible for the overall cafeteria staff and food operation services.

QUALIFICATIONS:

- Culinary Certificate preferred.
- Must be at least 18 years of age.
- Ability to lift 50 lbs.
- Able to stand for long hours, ability to bend, and able to stoop.
- Valid Michigan Driver's license, good driving record.
- Servsafe certificate required.
- Previous experience cooking for large groups of people required.
- Must have IHS Food Handlers Certification, or able to obtain Food Handlers certification within the time structure set forth by supervisor.
- Experience working with and making budgets.
- Current CPR and First Aid Certification required, or able to obtain within the time structure set forth by supervisor.
- Ability to cook traditional Native Foods.
- Knowledge of food safety procedures.
- Interpersonal skills.
- Minimum standards of character: Must not have been found guilty of, or entered a plea of nolo contendere or guilty to, any felonious offense or 2 or more misdemeanor offenses involving (under federal, state, or tribal law; violations from other states will be interpreted according to the Michigan Penal Code):
 - Crimes of violence
 - Sexual assault
 - Crimes against persons
 - Offenses committed against children

Exploitation Contact with or prostitution	Child abuse or neglect Molestation
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DUTIES:

- Prepares meals five days a week.
- Prepares weekly menu according to the five basic food groups.
- Clean up kitchen and dining area/washes dishes.
- Bakes bread and pastry as necessary.
- Cuts meat as necessary.
- Adheres to planned menu, taking advantage of foods in season and local availability.
- Helps to direct volunteers and/or community service workers who assist in preparing and serving meals.
- Provide catering services when needed.
- Prepare monthly budget, track expenses and income, and send report to supervisor
- Supervise kitchen staff.
- Prepare meals and process related paperwork for Ojibwa Early Learning Center and Migiziinsag (Little Eagles).
- Other duties may apply as assigned by supervisor.

RESPONSIBILITIES:

- Keeps working and dining areas clean and sanitary.
- Orders food on a weekly basis and does grocery shopping at least once a week.
- Prepares food in quantities according to menu and number of persons to be served.
- Serves meals
- Attends all training sessions as required.
- Responsible for completing all necessary paperwork for grants and grant budgets.

PRE-EMPLOYMENT TEST:

Employment is contingent upon the satisfactory result of a Security Background Check, DHS Clearance, pre-employment drug testing and pre-employment physical.

INDIAN PREFERENCE:

Preference will be given to qualified individuals of Native American descent.

VETERAN PREFERENCE:

Preference will be given to veterans (need DD214).

Closing Date: Until filled

****posted internally until 9/21/22**

This position announcement summary is intended to indicate the kinds of tasks which will be required of this position and shall not be construed as declaring what the specific duties and responsibilities of the position will be. It is not intended to limit or modify the

right of the supervisor to assign, direct and control the work of this position, nor to exclude other similar duties not mentioned. The use of a particular expression or illustration describing duties shall not be held to exclude other duties not mentioned that are of similar kind or level difficulty.

APPLICATION PROCEDURE:

Submit an official KBOCC application, cover letter, resume, three current letters of references, and your certifications/transcripts to:

KBOCC Human Resource office
P.O. Box 519, Baraga, MI. 49908
OR

EMAIL hr@kbocc.edu with all documentation