



WHITE EARTH RESERVATION

CHAIRMAN Michael Fairbanks **SECRETARY-TREASURER** Michael LaRoque
DISTRICT I Henry Fox **DISTRICT II** Eugene Sommers **DISTRICT III** Laura Lee Erickson

White Earth Reservation Business Committee Job Announcement

Position: Elderly Nutrition Program Cooks Aide

Location: White Earth, Rice Lake

Pay: \$18.52

Benefits: Full

Open: 09-22-25

Close: 09-26-25

Status: Full Time

The White Earth Reservation Business Committee is currently seeking a qualified applicant who will be responsible for Position Summary: Responsible for the support in aide to services provided for Elders with a cultural awareness. Including assistance with programming, activities as well as assistance in preparing, serving and cleaning in kitchens in relation to nutritious meals; assisting with daily entry documentation of those services to ensure the needs of elders are met for overall well-being. Cross trained to go to other sites to learn routes & other duties that are assigned.

Position Outcomes:

- Provides Aide in independent living skills and opportunities.
- Work with superiors and other providers in assistance for services
- Listens and responds to a client to maintain a high level of program satisfaction.
- Provides accurate care in compliance with policies and procedures relating to elderly programming with living well and independently.
- Communicates with internal and external sources timely to ensure notice orderly of concerns and/or provisions provided to the elderly.
- Prepares and serves meals according to established menu and guidelines to ensure elders receive culturally sensitive nutritionally balanced meals.
- Sets up dining room for meals
- Cleans and maintains kitchen, dining, storage laundry and sidewalk areas.
- Assist with Kitchen Laundry
- Sets up Trays for home for home delivered meals.
- Participated in daily client reports and monetary transactions.
- Deliver meals to homebound elders with GSA vehicles.
- Returns equipment to the kitchen for preparation of the next meal.
- Performs other duties and responsibilities as required or assigned.

Knowledge, Skills and Abilities Required:

- Ability to work independently and as a team player
- Ability to communicate orally and in writing effectively
- Ability to exercise a high standard of confidentiality and respect.
- Knowledge of and the ability to follow and apply the policies and procedures of the White Earth Tribal Council and the Elderly Nutrition Program
- Knowledge of food and its nutritional value.
- Knowledge of food preparation, food portions, serving and storage.
- Knowledge in the basic operation of a personal computer, including related software such as Microsoft Office (word, outlook, excel).
- Knowledge of basic operation of office equipment, including copiers, fax machines etc.
- Knowledge of resources available on and near the reservation.
- Skill in the operation of food service equipment
- Skill in body mechanics.
- Ability to lift moderately heavy containers of food and/or equipment.
- Ability to follow instruction and keep organized, simple records.
- Ability to work efficiently and effectively.
- Knowledge of the demographics, culture, customs, and geography of the White Earth Reservation.
- CPR/AED certification required (will provide training)
- ServSafe Food Protection Manager Certification (will provide training)

Qualifications Required:

- High School Diploma or GED and one (1) year of experience in customer services.
- Work experience in nutrition.
- Valid MN Driver's License, transportation & Insurance for delivery of meals, travel between sites and other business-related destinations or able to obtain within six (6) months of hire.
- Completion of White Earth Reservation Safe Driving class within first six (6) months of hire.
- Food Handlers Training or willing to obtain within the first six (90) months upon date of hire.
- ServSafe Certification or willing to obtain within one (1) year upon date of hire.
- CPR/AED certification or willing to obtain within first six (6) months upon date of hire.
- First Aid Certification or willing to obtain within first six (6) months of hire.
- Must pass criminal background check and drug screening.

Mail Applications to: White Earth Tribal Council
Attention: Personnel
P.O. Box 418
White Earth, MN 56591

Download Applications at: www.whiteearth.com

EEO with Native Preference

A Drug Free Workplace – Tests for alcohol and illegal drug use may be required prior to and during employment.

P.O. Box 418 | White Earth, Minnesota 56591 | Tel. (218) 983-4646 | Fax (218) 983-4343