



WHITE EARTH RESERVATION

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

Job Announcement

Position: Food Service Staff

Location: Oshki Manidoo Center, Bemidji, MN

Pay: \$18.52/hr.

Benefits: Full

Open: 03-30-26

Close: 04-03-26

Status: Full time

The White Earth Reservation Tribal Council is currently seeking a qualified candidate to be responsible for assisting in food preparation and food service duties in order to provide nutritional meals that meet all State and Federal Breakfast and Lunch Program Guidelines.

Position Outcomes:

- Help prepare and serve meals to residents and staff to ensure clients receive nutritionally balanced meals.
- Clean work areas, equipment, utensils, dishes, and silverware as assigned by the Food Service Coordinator.
- Store food appropriately.
- Participates in meal preparation for special events such as picnics and holidays.
- Assists Food Service Manager in monitoring food inventory needs as menu indicates.
- Setting up and stocking stations with all necessary supplies.
- Cooking menu items in cooperation with the rest of the kitchen staff.
- Maintain a positive and professional approach with coworkers and clients.
- All other duties as assigned by the Food Service Manager.

Knowledge, Skills & Abilities required:

- Knowledge of and the ability to follow and apply the policies of the White Earth Tribal Council and the OMC Health Department.
- Knowledge of foods and their nutritional value.
- Knowledge of tribal, state, and federal sanitation codes.
- Knowledge of federal laws including Health Insurance Portability Accountability Act (HIPAA).
- Skill in cooking nutritious and attractive meals for clients.
- Skill in basic body mechanics.
- Skilled in the operation of food service equipment.
- Ability to read menus and estimate amount of food required.
- Ability to organize work effectively and efficiently.
- Ability to lift moderately heavy containers of food and/or equipment.
- Knowledge of techniques and equipment for food preparation including storage and handling requirements.

Qualifications include:

- High School Diploma or GED and one (1) years' experience in food industry.
- SERV Safe Certification or willing to obtain within one (1) year of hire.
- Prefer a valid driver's license and insurance for travel between sites and other business-related destinations.
- CPR certification or willing to obtain within one (1) year of hire.
- Must pass background check.
- Must pass drug screen at hire and throughout employment according to White Earth HR policy.

Send applications to:

White Earth Reservation Business Committee
Attn: Human Resources
P.O. Box 418
White Earth, MN 56591

Download applications at: www.whiteearth.com