Position Information

Prepares and serves nutritious meals to students, staff, and visitors. Maintains the kitchen and micro market.

Duties & Responsibilities

- Maintains safe and sanitary conditions in the kitchen, micro market, and storage areas that meet Health Department and food industry standards.
- Develops monthly menus for nutritional meals.
- Prepares a daily meal Monday-Thursday to serve 11:30-1:00.
- Monitors, stocks, and places orders for the kitchen and micro market.
- Monitor menu and inventory requests for possible adjustments
- Directs student workers.
- Prepares meals for celebrations and special events.
- Keeps records and monitors food purchases.
- Provides catering when needed.
- Analyzes data and makes decisions.
- Monitors and records food ordered, qualities used, spoilage, and waste.
- Other duties as assigned.

Work Schedule: Monday – Thursday, 8:30-2:30

Advertised Salary: DOQ

Minimum Qualifications

- High School diploma or equivalent required.
- A minimum of one year of food service experience is preferred.
- Self-motivated and innovative.

Certificates, Licenses, and Registrations
Successfully completed the Minnesota Food Manager certification within six months of hire.
- Obtain SERV Safe Certification within 30 days of hire.
- Valid driver's license and insurance to travel as needed.

Knowledge, Skills, & Abilities

- Knowledge of food preparation and presentation methods, techniques, and quality standards.
- Knowledge of inventory, supplies, equipment ordering and inventory control.
- Ability to gather data, compile information, and prepare reports.
- Ability to safely use kitchen equipment and cleaning equipment and supplies.
- Ability to accept receipt of goods and supplies.

Working Conditions & Physical Effort

- Moderate physical activity. Requires handling of average-weight objects up to 25 pounds or standing or walking for more than four hours per day.
- Some exposure to hazards or physical risks.
- Work may involve moderate exposure to unusual elements, such as extreme temperatures, dirt, dust, fumes, smoke, unpleasant odors, or loud noises.

Applicant Materials Required: Cover letter, resume, three professional references, completed WETCC application, and background check consent form. The application and consent form can be found at [www.wetcc.edu](http://www.wetcc.edu).

Benefits

WETCC offers a comprehensive benefits package for full-time employees, including company-paid life and disability. Other benefits include health, dental, HSA with company match, additional life insurance, accident, critical illness, hospital indemnity, vision, Legal & ID Shield, and medical and dependent care FSA.

The effective date for new full-time employees is the first of the month following the date of hire.

Traditional or Roth 401k with a company match up to 5%, fully vested from day one, the effective date for 401k is the first of the month following 90 days of employment, for full and part-time employees.

WETCC offers annual leave and sick leave, which both start from the date of hire.

WETCC has 17 paid holidays a year.

About WETCC
Established as a not-for-profit tribally controlled educational institution of higher learning, the first Charter was approved on February 5, 1998 “…to provide adult education and post-secondary educational services to enrolled members of the White Earth Reservation and to other eligible Indians and non-Indian residents of the area…”

Initial Candidacy for Accreditation by The Higher Learning Commission was granted on October 14, 2004, with full accreditation granted on October 8, 2008.

**Purpose Statements**

- The college will present learning as a life-long process of discovery of knowledge embedded in the intellectual disciplines and the traditions of the Anishinaabe people.
- The college will support the self-determination of the Anishinaabe people through the preservation and promotion of their history, culture, and language.
- The college will seek to address the social, political, and economic needs of the White Earth Reservation through programs that encourage service to the community.
- The college will promote a philosophy based on the seven teachings of the Anishinaabe.

**Mission** - White Earth Tribal and Community College is an institution of higher learning dedicated to academic excellence grounded in Anishinaabe culture, values, and traditions.

**Vision** - *Gidinwewininaan Gibimiwidoomin niigaanakeyaa* – “We are carrying along into the future the way that we were given”

The White Earth Tribal & Community College in accordance with Federal law and U.S. Department of Agriculture policy, this institute is prohibited from discriminating on the basis of race, color, national origin, age, disability, religion, sex, familial status, sexual orientation, and reprisal.