



# AICHO

American Indian Community Housing Organization

## **AMERICAN INDIAN COMMUNITY HOUSING ORGANIZATION**

**Position Title:** Dabinoo'Igan Shelter Cook

AICHO's vision is to strengthen our communities by centering indigenous values in all aspects of our work. Currently, AICHO provides a domestic violence shelter, permanent supportive housing, and cultural programming at its American Indian Center.

The role of the Shelter Cook would be to commit to providing culturally specific menu items and food services at Dabinoo'Igan Shelter. This position would report directly to the Director of Shelter and Services.

**Hourly rate:** \$19.00 - \$21.00 per hour

**Status:** Part-time, weekends, 12-20 hours per week

### **Position duties include:**

- Food Service License is required or become certified in Food Service within 30 days of hire
- Ensure local Health & Safety regulations are followed; licensure and inspections
- Maintain order and cleanliness of the shelters commercial kitchen
- Ensure compliance with food prep, weighing & measuring, serving temperatures, date labeling and food storage
- Develop recipes, awareness of portion control and family style service
- Organize and maintain needed food and supplies required to operate the commercial kitchen according to food licensing guidelines
- Ability to assist with budget and tracking food costs
- Prepare a menu that is healthy and includes: light breakfast items, pre-made lunch items, and a full dinner that is served in the dining area of the shelter
- Maintain good communication with shelter staff regarding residents that may have food allergies or other specific dietary needs
- Participate in trainings, meetings and collaborations as directed by supervisor
- Working knowledge of computer, office equipment and Microsoft programs
- Ability to lift up to 50 pounds and bending is required
- Be willing to work a flexible schedule, and assume other duties as assigned by supervisor



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## **Qualifications:**

- Knowledge and experience working in food service and providing quality services
- Valid Minnesota Driver's License is required
- Knowledge of American Indian Culture, specifically Ojibwe culture and traditions
- Knowledge and understanding of issues that affect Native American Individuals and families
- Possess a clear understanding about the dynamics of domestic violence, sexual assault, and sex trafficking of Native American people
- Experience working with victims of domestic violence, sexual assault, and/or trafficking
- Understand the barriers of chemical dependency, mental illness, homelessness, and PTSD
- Knowledge of tribal and local resources, referrals, and services in the community
- Always maintain professionalism and confidentiality
- The successful candidate will also participate in holding the cultural values and mission of the organization, represent AICHO in a positive and professional manner in the community,