

**Wabanung Campus**  
770 N. Main St  
L'Anse, MI 49946  
Phone: (906) 524-8400  
Fax: (906) 524-8420



**Arts & Agriculture Center**  
15211 Pelkie Rd  
Pelkie, MI 49958  
Phone: (906) 524-8903  
Fax: (906) 524-8420

***KBOCC Mission Statement:*** *As a tribal land grant institution, Keweenaw Bay Ojibwa Community College supports and uplifts all learners to achieve their goals through holistic education, while promoting Anishinaabe culture, language, and lifeways.*

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## **JOB DESCRIPTION**

**POSITION:** Kitchen Assistant PT  
**DEPARTMENT:** KBOCC Wabanung Campus  
**SUPERVISORY CONTROL:** Head Chef  
**SALARY:** Grade 4 (\$12.48-\$15.64)

**SUMMARY:** This position will support the café staff by performing tasks such as dishwashing, cleaning, stocking, food preparation and serving.

### **QUALIFICATIONS:**

- High School Diploma or GED
- Must be able to lift 50 lbs. unassisted, ability to bend and ability to stand for extended periods of time.
- Valid Michigan Driver's license, good driving record, reliable vehicle and valid vehicle insurance, and ability to travel as required.
- Current CPR and First Aide Certification are required, or able to obtain within six months from the date of employment.
- 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  
Exploitation  
Crimes against persons  
Child abuse or neglect

Sexual assault  
Contact with or prostitution.  
Offenses committed against children.  
Molestation

### **DUTIES:**

- Cleans the kitchen and dining area.
- Operates dishwasher and hand washes other kitchen items and utensils.
- Adhere to planned menu, taking advantage of foods in season and local availability.
- Serve meals.

## **RESPONSIBILITIES:**

- Assist with cooking food as needed in quantities according to the menu and number of people to be served.
- Assist with baking bread and pastry as necessary.
- Help direct volunteers/community service workers who assist in preparing and serving meals.
- Attend all training sessions as required.
- Assists with completing and routing all necessary paperwork to the Accounting and Administrative Assistance offices.
- Fill in as a cook in the absence of Head Chef or Assistant Chef.
- Other duties as assigned by Supervisor.

## **PRE-EMPLOYMENT TESTS:**

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

## **INDIAN PREFERENCE:**

Preference is given to qualified individuals of American Indian descent.

## **VETERAN PREFERENCE:**

Preference is given to qualified veterans (DD214 required).

**DEADLINE TO APPLY:** 3/17/2025 – 3/21/2025 at 4:30 p.m. internal posting. Open until filled.

*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 all required information to

KBOCC Human Resource Office  
770 N. Main St, L'Anse, MI 49946  
OR email [hr@kbocc.edu](mailto:hr@kbocc.edu) with all documentation

Official KBOCC applications can be found on our website:

<http://www.kbocc.edu/employment/>