



Chickaloon Village Traditional Council
(Nay'dini'aa Na')
Health & Social Services Department
Internal/External Position Announcement

Job Title: Elders' Lunch Coordinator
Department: Health & Social Services
Reports to: Health & Social Services Director

Position Summary: The Elders' Lunch Coordinator is responsible for planning and coordinating two nutritious meals each week; one congregate on-site meal and one take-home meal. The Elders' Lunch Coordinator is responsible for getting menus approved and documented. The Elders' Lunch Coordinator is responsible for doing the weekly grocery shopping and tracking supplies. The Elders' Lunch Coordinator is responsible for tracking expenditures and producing check requests timely. The Elders' Lunch Coordinator maintains program participant files, provides weekly progress updates and monthly reports to the Director, works with the Director to develop program policies and procedures, and ensures that CVTC meets all program requirements for the AOA Title VI Program. The Elders' Lunch Coordinator coordinates all volunteer activity for the program. This is a full-time, 40 hour per week position with benefits.

Qualifications, Education & Experience: Over 2 years up to 3, with at least one year of experience in food service-related work and at least one year of experience in nutrition, and special dietary needs, such as diabetic knowledge; plus, two to three years of experience with record keeping, and clerical and computer knowledge in order to maintain files and records on individuals.

High School Diploma or GED required, understanding of basic math, and be able to read and comprehend food labels. Also have experience with computer systems and various software. Current Food Handlers Permit with the State of Alaska Driver's License and First Aide/CPR certification required.

This position is able to perform most duties and assignments with minimal supervision.

New hires for this position are subject to pre-hire alcohol/drug testing. This position is subject to random alcohol/drug testing.

A federal and state background check is required for this position.

AN/AI PREFERENCE:

As allowed in P.L. 93-638, preference for employment will be given to Alaska Native and American Indian Peoples. CVTC also has a local hiring preference.

If you meet the requirements on the position description and would like to apply, please submit a fully completed CVTC application and resume to employment@chickaloon-nsn.gov, or by fax to 907-745-0709. Applications are downloadable from:

<http://www.chickaloon-nsn.gov/employment/>

The application deadline is Friday, April 19th, 2019 at Noon.