



# Native Village of Afognak

To embrace, protect, develop, and enhance Alutiiq culture, protect our traditional use areas and encourage unity among the Alutiiq of the Kodiak Archipelago

## Dig Afognak Head Cook

**Job Summary:** Manage kitchen operations within the established budget, to provide scheduled meals to guests, participants, and staff of Dig Afognak. Maintain kitchen and cooking supplies in compliance with health and safety standards.

This is a temporary, full-time position that is supervised by the Camp Manager. The Head Cook supervises the Assistant Cook and Camp Interns assigned to the kitchen.

All camp employees work to ensure that Elders, participants, and other guests leave Dig Afognak with a renewed sense of their environment, our Alutiiq culture, and self-esteem. All camp employees are expected to work as a team with all Dig Afognak and Native Village of Afognak staff members. Child-sensitive background check will be conducted by NVA staff.

Temporary staff are not eligible for benefits offered through NVA. Room and board will be provided while onsite at the camp, though staff are required to secure their own lodging and food in Kodiak. The season schedule is set in advance of the start date.

**Job Location:** Remote Dig Afognak Camp Site with limited amenities

### Responsibilities:

- Plan meals and order groceries and supplies within budget parameters.
- Provide healthy scheduled meals to camp attendees and staff.
- Purchase groceries according to established budget.
- Ensure all kitchen staff follow stated Department of Environmental Conservation (DEC) guidelines.
- Ensure the kitchen and cooking supplies are maintained according to DEC regulations.
- Assist with timely striking and setting up camp (early to mid-June).
- Maintain menu and meal count logs.
- Participate in camp activities and/or youth chaperone as needed.
- Provide supervision to assigned interns.
- Perform other duties as assigned by supervisor.

### Minimum Requirements:

- Comply with NVA policies and procedures.
- Must be aware of the Department of Environmental Conservation (DEC) requirements
- Must be at least 21 years of age.
- Experience cooking in rural camp environments and for large groups, preferred.
- Must be able to get a current Food Handlers permit by June 15<sup>th</sup>.
- Must possess the ability to work well with others, be sensitive to community cultural values, and have strong communication skills.

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- Supervisory experience preferred.
- Must work as scheduled, with days off scheduled according to the camp schedule.
- May be required to lift over 50lbs.

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