



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 Assistant Cook

Job Summary: Assist the Head Cook in all operations of the kitchen, helping to ensure that guests and staff are served scheduled meals, and that the kitchen is kept in a healthy and safe condition.

This is a temporary, full-time position that is supervised by the Head Cook.

Job Location: Remote Dig Afognak Camp Site with limited amenities

Compensation:

Daily Rate: \$270

Hourly Rate: \$21.60

Overtime rate: \$32.40

The daily rate applies for time spent at camp and while traveling to and from camp. Any hours worked beyond 8 in a single day, or 40 regular hours in a workweek, will be compensated at the applicable overtime rate.

The hourly rate applies to work performed in town on days when staff are not traveling to, returning from, or at camp. In-town duties may include tasks such as getting fuel, purchasing supplies, planning activities, repairing equipment, and other pre-camp planning or preparation, as approved in advance by the Camp Manager. In-town training will be paid at the hourly rate. Staff are not expected to work overtime in town.

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.

Responsibilities:

- Assist Head Cook in planning meals and ordering groceries and supplies.
- Assist purchasing groceries according to established budget.
- Provide healthy scheduled meals to camp attendees.
- Ensure the kitchen and cooking supplies are maintained and cleaned according to DEC regulations.
- Assist with timely striking and setting up camp.
- Maintain menu and meal count logs.
- Perform other duties as assigned by supervisor and Camp Manager.
- Other duties as assigned.

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.

Preferred Qualifications

- Comply with NVA policies and procedures.
- Must be aware of the Department of Environmental Conservation (DEC) requirements
- Must be at least 18 years of age.
- Comply with NVA policies and procedures.
- Experience cooking in rural camp environments and for large groups, preferred.
- Must be able to get a current Food Handlers permit by June 15th.
- Must possess the ability to work well with others, be sensitive to community cultural values, and have strong oral and written communication skills.
- Must work as scheduled, with days off scheduled according to the camp schedule.
- May be required to lift over 50lbs.

NVA IS AN EQUAL OPPORTUNITY EMPLOYER. PREFERENCE IS EXTENDED TO QUALIFIED AMERICAN INDIAN/ALASKA NATIVE INDIVIDUALS FOR APPOINTMENTS TO ALL POSITIONS ON THE STAFF (PUBLIC LAW 93-638 INDIAN SELF-DETERMINATION AND EDUCATION ASSISTANCE ACT, INDIAN PREFERENCE ACT, AND THE CIVIL RIGHTS ACT, 1968)