

Job Title: ELDERS NUTRITION PROGRAM HEAD COOK
Reports to: Executive Director & Deputy Director
Status: Part-Time, Non-Exempt, Hourly
Wage: \$20.00/hour
OPEN: February 24, 2026
CLOSE: UNTIL FILLED



JOB SUMMARY

Oversees the basic operation of the Elders Nutrition Program and responsible for the daily program functions and management including basic supervision of the ENP staff.; Other duties include facilitating all aspects of the Elders Advisory Committee and/or as assigned.

ESSENTIAL QUALIFICATIONS

- Must be 18 years or older
- Must obtain food handler permit
- The duties and responsibilities are not an all-inclusive list, but rather a general representation of the duties and responsibilities associated with this position. The duties and responsibilities will be subject to change based on organizational needs and/or deemed necessary by the supervisor.

SKILLS AND ABILITIES

- Must be knowledgeable of the program requirements such as health inspection guidelines and some program budgeting
- Must work well with others
- Able to maintain a safe and clean environment for Elders

PHYSICAL DEMANDS

- Stand for long periods at a time
- Occasionally lift heavy groceries

DUTIES AND RESPONSIBILITIES include,

- Prepare and serve nutritious meals to NVU Elders
- Menu planning according to recommended daily requirements
- Keep the kitchen clean and up to health inspection standards
- Office procedures including timesheets, purchasing, and receiving of food, supplies, and equipment
- Delivery logistics and scheduling
- Elders' issues and needs.

Please submit an application to be considered for this position. Application may be submitted via mail, fax, in person, or by email.

Native Village of Unalakleet
PO BOX 270
Unalakleet, AK 99684

Executive Director Tracy Cooper
EMAIL: tracy.cooper@unkira.org

Phone: (907) 615-4611
FAX: (907) 615-4604

NVU recognizes Alaskan Native and Native American preference in its hiring and employment policies.