

HOULTON BAND OF MALISEET INDIANS
Job Description

Approved by Council: 02/06/2024

Wilderness Pines Campground/ Pines Grill Staff

STATUS: Part Time- 30hrs
SUPERVISED BY: WPC Manager
SALARY RANGE: \$15.00

ROLE: To assist with all aspects of Wilderness Pines Campground/Pines Grill which consist of event planning and catering, meal planning and prep, waitressing and cleanup of kitchen and event spaces.

POSITION RESPONSIBILITIES:

- 1. Event planning and clean up**
- 2. Meal planning and meal prep**
- 3. Generate shopping list and shop for weekly meals and events**
- 4. Catering for events**
- 5. Waitressing and assisting the head cook as needed**
- 6. Cleaning dishes, tables and all areas of the kitchen.**
- 7. Operating Cash register**
- 8. Generate social media post daily and response to all inquiries in a timely manner.**

MINIMUM QUALIFICATIONS:

- 1. High School Diploma or equivalent**
- 2. Customer Service experience**
- 3. Ability to work a flexible schedule; which may include early mornings, nights, and weekends.**
- 4. Ability to work as part of a team.**
- 5. Honest and Trustworthy**
- 6. Good communication skills.**
- 7. Reliable transportation with clean driving record.**

Responsibility for Safety and Health:

Every employee is responsible for safety and the prevention of accidents and injuries. Successful job performance depends on attention to safety issues.

Physical Requirements:

Physical Abilities

Bending	F	Sitting	O	<i>N (Not Applicable)</i>
Carrying	F	Standing	C	<i>O (Occasionally) up to 2 hours a day</i>
Driving	O	Talking	C	<i>F (Frequently) 2-6 hours a day</i>
Handling	F	Walking	C	<i>C (Constantly) over six hours a day</i>
Hearing	C	<u>Lift/Carry</u>		
Keyboarding	N	50 lbs. or less	O	
Kneeling	O	<u>Push/Pull</u>		
Reaching	O	50 lbs. or less	O	

Application are available to download at our website maliseets.net, at the front desk of the Administration Building or by mail or email. If you would like an application or further information on the job description please contact the Human Resources Coordinator at 532-4273 or e-mail hr@maliseets.com.

Applications will be accepted until close of business February 26th, 2024

TO APPLY:

Submit an application to:
Houlton Band of Maliseet Indians
Attn: Jessica Huff
88 Bell Road
Littleton, Maine 04730

The HBMI practices Indian Preference to qualified Native Americans in accordance with Public Law 93-638 and is an Equal Opportunity Employer.