



MESCALERO --Apache-- SCHOOL



"Mescalero Chiefs"

P.O. Box 230, 249 White Mountain
Mescalero, New Mexico 88340
Phone: (575)464-4431 Fax (575) 464-0053

2021/2022 VACANCY

Up-dated 6/16/2021

Food Service Manager

Primary functions: To provide appropriate meals to all students at the Mescalero Apache School that are wholesome, nutritious and well balanced by directing staff, developing menus, ordering, purchasing food, and communicating program requirements and other appropriate information to the school Superintendent and school personnel as needed.

Responsibilities:

- ❖ Insure the compliance with and maintenance of USDA Child Nutrition standards in the preparation of student meals.
- ❖ Strive to create and maintain a spirit of cooperation and teamwork in food preparation, storage and total dining hall environment.
- ❖ Prepare bid documents for the purchase of major food items that is consistent with school board policy and procedures.
- ❖ Assumes responsibility for the security of all food service equipment, food and supplies.
- ❖ Assumes responsibility for monitoring the safe working condition of all equipment in the cafeteria area and notifies the proper authority when repairs or replacements are required.
- ❖ Has the responsibility to evaluate the performance of those under his/her immediate supervision and assures that all other cafeteria personnel are so evaluated according to School Board Policy.
- ❖ Maintain inventory records of time and attendance for cafeteria employees.
- ❖ Trains, mentors and coach's new cafeteria employees in performing their duties and tasks.
- ❖ Plans work schedules for all employees of the cafeteria and arranges for substitutes when needed.
- ❖ Recommends to the Superintendent the hiring and firing of cafeteria employees.
- ❖ Conducts regular staff meetings.
- ❖ Performs all duties as assigned and required at special meal functions.
- ❖ Plans all menus in accordance with USDA requirements and policies and procedures of the School Board.
- ❖ Prepares all menus around a six-week schedule meals for both breakfast and lunch for all students at Mescalero Apache School.
- ❖ Plans for the appropriate ordering of all food items, supplies, and equipment so as not to jeopardize the preparation of nutritious meals for students.
- ❖ Prepares a school year budget and justifies it to the school Superintendent one month prior to the adoption of the school's overall annual budget.
- ❖ Allows staff to participate in the planning of various activities and functions of the school food service program.
- ❖ Reports to the Schools Principals/Superintendent.
- ❖ Works and interacts with all school food service personnel.
- ❖ Meets and interacts with all vendors who are suppliers of food service products to the school.
- ❖ Will, on occasion consult with certain school personnel in regard to special diets of students attending the school.
- ❖ Performs other duties as assigned by his/her supervisor.

Minimum Qualifications:

- ❖ Minimum of High School Diploma with preference given to individual with a two-year certificate in food preparation and four years' experience in related field.
- ❖ Demonstrated aptitude and competence in managing a food service program.
- ❖ Must have a valid food handlers certificate.
- ❖ Must be able to lift over fifty pounds.
- ❖ Must be punctual.

Terms of employment: 10 Month Contract

Salary level: Placement on Food Service Salary Scale

Working Conditions:

- ❖ Requires much standing, walking, lifting on a daily basis.
- ❖ Works around hot temperatures.
- ❖ Has to be flexible in the type of work expected to perform on a daily basis; i.e. paperwork, cooking, cleaning, ordering, etc.

Applications will be accepted until 3:30pm on Wednesday, July 7, 2021.

- ❖ ***ALL positions require background checks and clearance from any criminal charges prior to employment. Note: any felonious or any of two (2) or more misdemeanor convictions will disqualify applicant from employment.***
- ❖ ***All positions require initial drug testing upon hire, then random monthly drug testing.***
- ❖ ***Selection for employment will be based on the Mescalero Apache Tribal Ordinance 06-02.***

**Applications available at the MAS Administration or on our website:
maschiefs.org**