



MESCALERO APACHE TRIBE

JOB ANNOUNCEMENT

Position Title:	Assistant Cook	
Department:	Elderly Program	
Employment Status:	Non-Exempt	Grade: NE3
Opening date:	December 12, 2024	Closing date: December 20, 2024

Job Summary

Assists with the preparation and cooks/bakes food.

This position description may not include all of the listed duties, nor do all of the listed examples include all tasks which may be found or assigned to this position.

Duties and Responsibilities

- Adheres to company methods of food preparation, sanitation, cooking, portion control, and garnishing.
- Sharpens and handles various kitchen knives.
- Slices, dices and chops fruits, vegetables, cheeses and cooked meats, poultry and seafood.
- Prepares dressings and sauces.
- Uses proper technique for slicing machine, mixer and food processor when preparing foods according to standard recipes and specifications.
- Handles meat, seafood, poultry and produce according to proper food-handling procedures.
- Observes safety and security procedures; Reports potentially unsafe conditions.
- Assists with preparation of food items with nutritional value and flavor according to standardized recipes and pre-planned menus.
- Assist with preparing meals for the program participants.
- Ensures all prepared food items are stored, served, and distributed at appropriate temperature with proper sanitation conditions implemented by the departmental policy and procedures.
- Prepares individual trays and plates and portion control food according to resident's dietary needs; substitute's food requests and supplemental nourishments as directed.
- Cleans and sanitizes dining room chairs, tables and food tray carts after each meal.
- Operates dishwasher with proper tools for pre-rise, pre-soak, sorting and racking of all dishes, all other food service items to and ensures cleanliness, free of stains, cracks and chips.
- May deliver meals.
- Keeps daily meal counts, log daily refrigerator and freezer temperatures.
- Sanitizes and ensure heavy duty cleaning for entire kitchen and equipment.
- Perform other duties as assigned.

Minimum Qualifications

- High School Diploma or GED.
- Food service experience preferred.
- Food Handlers Certification.
- First Aid and CPR Certified.
- Driving experience preferred.
- Must have a valid NM Driver's License.
- Must have reliable transportation.
- Must successfully pass a pre-employment drug/alcohol screen and background investigation.

Tribal preference and Native American Indian preference shall apply to all positions.

Knowledge, Skills and Abilities

- Knowledge of applicable federal, state, tribal, county and local laws, regulations, and requirements and guidelines.
- Knowledge of proper and safe food handling, storage, and disposal requirements.
- Knowledge of food sanitation and hygiene practices.
- Skill in operating various word-processing, spreadsheets, and database software programs in a Windows environment.
- Skill in preparing food for groups of people.
- Skill in handling sharp knives, and other cutting utensils.
- Ability to communicate efficiently and effectively both verbally and in writing
- Ability to establish and maintain good working relationships with the individuals of varying social and cultural backgrounds
- Ability to safely operate cooking equipment and kitchen appliances.

Physical Demands

While performing the duties of this job, the employee regularly is required to stand; sit; use hands to finger, handle, or feel; reach with hands and arms; talk or hear; and taste or smell. The employee frequently is required to walk. The employee occasionally is required to climb or balance; and stand; and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 40 pounds.

Work Environment

Work is generally performed in an interior work environment and kitchen area with exposure to heat, fumes and steam. Evening, weekend, and/or holiday work will be required. Extended hours and irregular shifts will be required.