



## MESCALERO APACHE TRIBE JOB ANNOUNCEMENT

**Title:** Cook  
**Site:** Mescalero Boys and Girls Club  
**Salary:** \$14.00/hour  
**Reports to:** Mescalero Site Supervisor  
**Opening date:** January 6, 2025

**Closing date:** January 24, 2024

### Primary Function:

Provide nutritional food as required by the At Risk After School food service program funded under the State of New Mexico.

### Performance Requirements:

1. Prepare meals daily following state requirements and guidelines
2. Prepare monthly menus that meet state requirements and guidelines
3. Ensure food is stored properly per state guidelines
4. Ensure temperatures of refrigerators are logged daily
5. Keep daily meal counts and turn them in at the end of each month
6. Ensure kitchen is cleaned and sanitized after each use
7. Sustain kitchen requirements for inspections
8. Keep accurate documentation per state requirements
9. Ensure all food is put away at the end of each meal
10. Store food immediately when order comes in
11. Ensure kitchen is cleaned daily after meal preparations
12. Take out garbage in the Club area daily and at meal times
13. Clean the lobby area daily
14. Make orders for cooking and cleaning needs
15. Work in other areas as needed, i.e. with Club youth, field trips, etc.
16. Keep the kitchen and storage areas neat and tidy
17. Upon receiving an order, label and date all food items

### Minimum Qualifications:

- High School Diploma or GED or willing to obtain GED
- Must be able to cook for 50 or more people
- Experience in working with children.
- Knowledge of food service and/or willingness to learn
- Ability to deal with general public in a professional manner
- Ability to plan and implement meal service following state requirements
- Ability to organize
- Mandatory CPR and First Aid Certifications (can be done on the job)
- Valid New Mexico Driver's License
- Must pass all necessary background checks
- Must obtain or be willing to obtain a Food Handlers Certification

## PHYSICAL, PSYCHOLOGICAL, AND ERGONOMIC REQUIREMENTS

- Successful job performance can occur with consistent job application of knowledge, teamwork, use of good judgement, common sense, ability to carry out and establish priorities, effective interpersonal skills with Club members, fellow staff, parents, and community members.
- This job cannot be carried out without some exposure to stress
- Essential functions are carried out in a variety of positions including standing and sitting. To meet Club members needs, virtually all positions require the ability to move freely through the building. Stooping, bending, lifting and carrying as well as other physical demands may be required as described in the Essential Physical Demands of this position.

## ESSENTIAL PHYSICAL DEMANDS OF THE POSITION

- Mobility: Ability to move freely in all directions
- Lifting: Able to lift 50 lbs.
- Climbing/Balancing: May be required to do with children on playground, physical activities, etc.
- Stooping & Bending: Will be done while playing with children
- Standing/Sitting: 80% Standing 20% Sitting
- Reaching: Grab supplies, activity such as basketball or volleyball
- Hearing: Able to hear verbal communication
- Speaking: Able to effectively communicate with parents, children, and co-workers
- Vision: Adequate vision to read and recognize club members

## ESSENTIAL ENVIRONMENTAL DEMANDS OF THE POSITION

- Inside/Outside: Inside 50% Outside 50% (depending on weather)
- Cold/Heat: May be instances where kitchen is hot or cold in cooling units
- Wet/Humidity: N/A
- Noise/Vibrations: Children playing, echoes of building, phone calls
- Dry/Dust: N/A
- Fumes/Odors/Chemicals: Cleaning supplies, various types of foods
- Other Environmental Hazards: Outdoor hazards such as branches, rocks, etc.

## Tribal Preference

**As per Tribal Ordinance 06-02, MAT will give preference to qualified Tribal members with regard to hiring.** Candidates will go through an interview process with an interview panel assigned by the Mescalero Apache Tribal Human Resources Department. All applications can be picked up and turned in at the MAT Human Resources Department.