



MESCALERO APACHE TRIBE Position Description

JOB ANNOUNCEMENT

Position Title:	Cook
Department:	Four Directions Treatment & Recovery Center
Employment Status:	Non-Exempt
Grade:	NE4
Date: June 7, 2019	Until Filled

Job Summary

Prepares and cooks/bakes food. Maintains cleanliness of food preparation areas, kitchen, utensils, and equipment. Ensures all safety and food handling is in compliance with laws and regulations.

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

- Prepares food items with nutritional value and flavor according to standardized recipes and pre-planned menus.
- Prepares meals for the program participants.
- Prepares special meals for those with dietary restrictions.
- Ensures food preparation meet USDA regulations.
- Ensures all prepared food items are stored, served, and distributed at appropriate temperature with proper sanitation conditions implemented by the departmental policy and procedures.
- Coordinates cooking and plate set-up for plates according to scheduled service and delivery times.
- Maintains equipment and work area according to facility standards and federal, state, tribal and local regulations.
- Cleans and sanitizes dining room chairs and tables after each meal.
- Checks in food deliveries and stores properly to prevent contamination.
- Orders food and supplies, maintaining proper store and care of food items and supplies.
- Conducts inventory, date and rotation food in both refrigerator/freezer and in the dry food storage.
- Keeps daily meal counts, log daily refrigerator and freezer temperatures.
- May go grocery shopping for residents and assist with putting away.
- Sanitizes and ensure heavy duty cleaning for entire kitchen and equipment.
- Performs other duties as assigned.

Minimum Qualifications

- High School Diploma or GED.
- One year food service and cooking experience.
- 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 in preparing well-balanced and nutritious meals.
- Knowledge of proper and safe food handling, storage, and disposal requirements.
- Knowledge of food sanitation and hygiene practices.
- Skill in preparing food for groups of people.
- Skill in handling sharp knives, and other cutting utensils.
- Ability to exercise independent judgment.
- Ability to interpret applicable federal, state, county and local laws, regulations, and requirements.
- Ability to work independently.
- Ability to analyze situations and adopt appropriate courses of action.
- 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 shifts will be required.