

MESCALERO "Apache" SCHOOL

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



"Mescalero Chiefs"



2023 VACANCY

Posted 5.25.23

Cook

Responsibilities:

- To cook food, prepare all meals and to serve such meals to students in a manner that complies with the Head Cook's instructions and supervision, with USDA requirements and with safety and health standards as established by the State of New Mexico.
- Arrives on time every day at 5:30 am and fulfills workday to 2:30 pm Monday – Thursday.
- Arrives ready to work, in uniform, which includes a hair net and apron.
- Assists in the preparation of food products that follow a prescribed menu efficiently and with a sense of urgency.
- Practices HACCP procedures such as ensuring food reaches proper temperature.
- Follows procedures that ensures proper sanitation condition in food preparation and storage.
- Supervises the serving line of students as well as the dining hall per safety guidelines.
- Assists in the serving of food to students and ensures that students are served appropriate amounts.
- Maintains a trash and garbage collection area, breaks down all cardboard boxes and disposes of them properly.
- Cleans and sanitizes counters, tables, floors and furnishings in the kitchen daily.
- Utilizes dishwasher and 3-compartment sink daily, removes dishes, pots, pans and utensils and assists in all the cleaning procedures.
- Assists in receiving and putting away deliveries weekly.
- Duties/assignments may change to meet the needs of the school due to unforeseen circumstances
- Performs other duties as assigned by Food Service Director **Key Relationships:**
- Position reports to the Food Service Director
- Works and interacts daily with all school food service personnel.
- Will, on occasion, meet and interact with outside vendors and suppliers of food products, suppliers and equipment.
- Will occasionally interact with other school personnel on matters pertinent to the school's food service program.

Minimum Qualifications:

- Minimum of a high school diploma or GED is preferred.
- Six (6) months to one-year job-related experience and/or training.
- Must obtain Food Handlers Certificate and renew annually.
- Has previous experience and demonstrates competence and aptitude in production cooking. ➤ Must be able to lift at least 50 pounds.
- Must have reliable transportation..
- Knowledge of the Mescalero Apache people and their culture.
- Must be able to pass a background check prior to employment.
- Will be required to pass drug test upon employment, then randomly selected.
- Within the scope of Indian preference, all candidates will receive consideration without regard to race, color, sex, national origin or other non-merit factors.

Working Conditions:

- Position requires a lot of standing, walking and lifting on a daily basis.
- Works around temperatures that may be unusually hot/warm.
- Individual is expected to work cooperatively and as a team with others in the department.
- Requires worker to be on the job much earlier in the day than most other employees of the school. **Salary:**
- Placement on approved salary schedule – determined by years of experience and education/trainings.

Applications will be accepted until 3:30p.m. On Thursday June 8, 2023.

- 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**

**Applications can be returned by mail, Dropped off at the MAS
Administration building, fax to 575-464-0053 or email:
HR@mescalero.org**