



## MESCALERO APACHE TRIBE Position Description

### **JOB ANNOUNCEMENT**

**Position Title:** Cook-Part Time (weekends & holidays)  
**Department:** Four Directions Treatment & Recovery Center  
**Employment Status:** Non-Exempt  
**Grade:** NE4  
Until Filled

**Opening Date: September 3, 2019 Closing Date: Opened 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.
- 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.