



MESCALERO APACHE TRIBE

Job announcement

Position Title:	Part time Cooks Aide
Department:	Mescalero Care Center
Employment Status:	Non-Exempt
Opening: April 9, 2019	closing April 16, 2019

Job Summary

The Food Service Aide prepares and serves palatable, nourishing, well-balanced diets to meet the daily nutritional and special dietary needs of each resident according to their comprehensive resident assessment and plan of care. All Dietary Service tasks to store, prepare or serve food and to clean and sanitize equipment and work spaces are done in compliance with facility policies and procedures and state and federal laws and regulations.

Duties and Responsibilities

- Prepares supplies and materials for tray line. Assembles diet trays for residents according to facility procedures, matching foods, drinks and condiments to diet cards for each resident. Loads trays onto tray cart for delivery throughout facility.
- Delivers meal trays to individual residents after matching diet card with tray and resident to double-check that the tray is served to the correct resident.
- Obtains and serves food substitutes as directed for residents who refuse the meal as served.
- Delivers nourishments, food supplements and snacks to units as scheduled.
- Assists with food preparations as assigned by supervisor. Operates institutional food preparation equipment according to equipment instructions.
- Maintains food service equipment in clean, safe operating condition according to facility procedures. Reports all problems with equipment to supervisor promptly.
- Handles and stores all food according to facility procedures.
- Maintains food service workspace in immaculately clean condition at all times in accord with facility procedures. Cleans workspaces, cooking and serving equipment, trays and dishes according to department procedures. Loads and unloads dishwasher. Stores clean equipment and dishes.
- Inspects and reports any signs of rodents or pests to supervisor immediately.
- Follows infection control procedures at all times. Utilizes personal protective equipment when indicated.
- Communicates with supervisor throughout shift.
- Monitors workspace for safety and fire hazards and corrects or reports potential problems to supervisor. Promptly reports housekeeping and maintenance problems to supervisor.
- Assists the Certified Dietary Manager with preparation for state inspections. Interacts with state surveyors as instructed by supervisor.
- Reports injury to self or others to supervisor immediately.
- Attends in-service education as assigned. Applies information to job tasks.

- Participates in fire and disaster drills. In the event of an emergency carries out assigned duties to assure resident safety.

Minimum Qualifications

Education: High School Diploma or GED. Sufficient education to demonstrate functional literacy.

Certificate/Licenses: None

Work Experience: One-year supervised food service experience in an institutional setting preferred, but not necessary.

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

Knowledge, Skills and Abilities

- Carries out all duties in accord with the facility mission and philosophy.
- Demonstrates knowledge of and respect for the rights, dignity, and individuality of each resident in all interactions.
- Appreciates the importance of maintaining confidentiality of resident and facility information.
- Demonstrates honesty and integrity at all times in the care and use of resident and facility property.
- Able to understand and to follow written and verbal directions.
- Able effectively to communicate with staff members and residents through verbal and/or written means.
- Able to verify that each resident is receiving the correct diet and tray.
- Knowledge of emergency and disaster procedures of facility. Able to locate nearest exit, to understand and respond to written or oral instruction in case of emergency.
- Sufficient mobility, and strength to move freely through the building, to assure resident safety at all times and to assist, transfer or otherwise move residents of facility out of danger in case of emergency.
- Demonstrates respect for co-workers and responds to needs of residents by complying with facility policies on attendance and punctuality and dress code. Able to arrive and to begin work on time and to report for duty as scheduled on all shifts, weekends, and holidays.
- Working knowledge and ability to comply with facility policies and procedures for workplace safety including infection control procedures, application of universal precautions for blood borne pathogens, use of personal protective equipment and handling of hazardous
- Demonstrates ability to prioritize tasks/responsibilities and complete duties/projects within allotted time.
- Able to respond to change productively and to handle additional tasks/projects as assigned.
- Able to carry out the essential functions of this job (with or without reasonable accommodation) without posing specific, current risk of substantial harm to health and safety of self and others.

Physical Demands

Successful performance of essential functions can best be achieved through consistent application of current knowledge, use of good judgment, teamwork, common sense, ability to establish and carry out priorities, effective use of interpersonal skills and ongoing communication with residents, staff, and families, interdisciplinary team members, and government officials, including state surveyors and ombudsman.

This job cannot be performed without exposure to the stresses associated with the intimate, 24 hour residential care environment that delivers care and services primarily to disabled and cognitively impaired residents. Examples of these stresses include, but are not limited to: shift rotation, weekend and holiday duty, unusual or impaired behavior by residents, family reactions to having a loved one in the nursing home, death and dying, oversight of state surveyors, ombudsman and federal officials, presence of consultants and attorneys, and variable involvement of medical staff.

Essential functions are carried out in variety of positions including standing and sitting. To meet resident's 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.

- MOBILITY: Must be able to move with efficient speed. Must be able to turn torso from side to side when standing to accomplish a variety of tasks.
- LIFTING: Must be able to lift properly 40# from floor. Must be able to lift and carry large pots or pans of hot or cold food from one area to another.
- CLIMBING/BALANCING: Must be able to climb ladder to reach higher selves of storage.
- STOOPING/BENDING: Must be able to stoop over work area during some food preparation for long periods of time.
- PUSHING: Must be able to push heated cart throughout the facility.
- STANDING/SITTING: Must be able to sit or stand in one place for long periods of time.
- REACHING: Must be able to reach to serve at meals. Must be able to reach above head to stock or retrieve supplies.
- HEARING: Must be able to clearly hear verbal communication and understand verbal communication including pages, intercoms, and telephone rings.
- SPEAKING: Must be able to speak English clearly.
- COLOR/VISION: Must be able to recognize and distinguish between color-coded diet cards.
- COLOR VISION: Must be able to smell something burning or overheated.

Work Environment:

COLD/HEAT: Must be able to tolerate seasonal temperature changes of the kitchen environment. Must be able to tolerate high temperatures of oven, stove, and steamer areas and take necessary safety precautions when handling food items and equipment in these areas to prevent burns.

WET/HUMIDITY: Must tolerate moderate humidity in dish room area—wet floors in dish room area and potential wet floor in kitchen area.

NOISE/VIBRATIONS: Must be able to withstand noises of appliances and overhead fan.

FUMES/ODORS/CHEMICAL EXPOSURE: Daily exposure to detergents and sanitizers. Potential for harm is safety precautions are not followed.

OTHER ENVIROMENTAL HAZARDS: The Occupational Safety and Health Administration (OSHA) has determined that certain employees in nursing homes are at significant risk of exposure to blood borne pathogens such as Hepatitis B and Human Immunodeficiency Virus (HIV).