



MESCALERO CARE CENTER
SKILLED NURSING – ASSISTED LIVING
PO Box 359
454 Lipan Avenue
Mescalero, NM 88340
PH: 575-464-4802 FX: 575-464-4808

****Applications and/or resumes can be submitted at Mescalero Care Center front desk/MCC HR Office or emailed to mchr@mescaleroapachetribe.com****

Position Title: MCC Dietary Aide (1 Position)

Department: Mescalero Care Center

Employment Status: Non-Exempt

Grade: DOE (Depending on Experience)

Opening Date: May 1, 2025

Closing Date: Open Until Filled

Job Summary

The primary purpose of your job position is to provide assistance in all food functions as directed/instructed and in accordance with established food policies and procedures. As Dietary Aide, you are delegated the administrative authority, responsibility, and accountability necessary for carrying out your assigned duties.

Duties & Responsibilities

- Serve meals that are palatable and appetizing in appearance.
- Assist in serving meals as necessary and on a timely basis.
- Serve food in accordance with established portion control procedures.
- Assist in daily or scheduled cleaning duties, in accordance with established policies and procedures.
- Clean work tables, meat blocks, refrigerators/freezers, etc.
- Sweep and mop floors as directed.
- Carry soiled utensils, etc., to wash area.
- Return clean utensils to proper storage areas.
- Wash and clean utensils as directed.
- Carry out garbage and keep work areas clean, dry and free of hazardous equipment, supplies, etc.
- Set up meal trays, food carts, dining room, etc., as instructed.

- Assist cook in preparing meals.
- Distribute and collect menus as necessary.
- Obtain food supplies for next meal.
- Assist in checking diet trays before distribution.
- Deliver food carts, trays, etc., to designated areas.
- Serve food in dining room as instructed.
- Perform dishwashing/cleaning procedures. Assure that utensils, etc., are readily available for next meal.
- Remove food trays from carts, dining rooms, etc., and take to dishwashing area.
- Prepare and deliver snacks, etc., as instructed.
- Prepare food, etc., in accordance with sanitary regulations as well as with our established policies and procedures.
- Follow safety regulations and precautions at all times.
- Follow established Infection Control Precautions policies and procedures when performing daily tasks.
- Ensure that the department is maintained in a clean and safe manner by assuring that necessary equipment and supplies are maintained.
- Report all hazardous conditions/equipment to your supervisor immediately.
- Report all accidents/incidents to your supervisor on the shift in which they occur.
- Assist in maintaining food storage areas in a clean and properly arranged manner at all times.
- Dispose of food and waste in accordance with established policies.
- Wear protective clothing and equipment when handling infectious waste and/or blood/bod fluids.
- Report missing/illegible labels or MSDSs to your supervisor.
- Ensure that food and supplies for the next meal are readily available.
- Assist in inventorying and storing in-coming food, supplies, etc., as necessary.
- Other duties as assigned.

Minimum Qualifications

- High School Diploma or equivalent.
- At least 6 months experience as a waitress/waiter or related field.
- Must be willing to work an evenings, weekends, and holidays.
- Must successfully pass a pre-employment drug/alcohol screen
- Must successfully pass Background Check.
- Must be up to date on Flu and Covid vaccinations.

Work Environment

- Works in well-lighted/ventilated areas. Atmosphere is warm for cooking.
- Moves intermittently during working hours.
- Is subject to frequent interruptions.
- Is involved with residents, personnel, visitors, government agencies/personnel, etc., under all conditions and circumstances.
- Is subject to hostile and emotionally upset residents, family members, etc.
- Communicates with the medical staff, nursing staff, and other department supervisors.
- Works beyond normal duty hours, on weekends, and in other positions temporarily, when necessary.
- Is subject to call back during emergency conditions (e.g., severe weather, evacuation, post-disaster, etc.).
- Attends and participates in continuing educational programs.
- Is subject to injury from falls, burns from equipment, odors, etc., throughout the work day, as well as reactions from dust, disinfectants, tobacco smoke, and other air contaminants.
- Is subject to sudden temperature changes when entering refrigerator.
- May be exposed to heat/cold temperatures in kitchen/storage area.
- Is subject to exposure to infectious waste, diseases, conditions, etc., including TB and the AIDS and Hepatitis B viruses.
- Maintains a liaison with other department directors to adequately plan for food services/activities.
- May be subject to the handling of and exposure to hazardous chemicals.

Specific Requirements

- Must be able to read, write, speak, and understand the English language.
- Must possess the ability to make independent decisions when circumstances warrant such action.
- Must possess the ability to deal tactfully with personnel, residents, family members, visitors, government agencies/personnel and the general public.
- Must be able to follow oral and written instructions.
- Must maintain the care and use of supplies, equipment, the appearance of work areas, and perform regular inspections of food service areas for sanitation, order, safety and proper performance of assigned duties.

- Must have patience, tact, cheerful disposition and enthusiasm, as well as be willing to handle residents based on whatever maturity level they are currently functioning.
- Must possess the ability to seek out new methods and principles and be willing to incorporate them into existing food practices.
- Must not pose a direct threat to the health or safety of other individuals in the workplace.
- Must maintain strict confidentiality.

****Applications and/or resumes can be submitted at Mescalero Care Center
front desk/MCC HR office or emailed to
mcchr@mescaleroapachetribe.com****