



MESCALERO CARE CENTER
SKILLED NURSING – ASSISTED LIVING
PO Box 359
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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 mcchr@mescaleroapachetribe.com****

Position Title: MCC Cook (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 prepare food in accordance with current applicable federal, state, and local standards, guidelines and regulations, with our established policies and procedures, and as may be directed by the Dietary Manager to assure that quality food service is provided at all times. As Cook, you are delegated the administrative authority, responsibility, and accountability necessary for carrying out your assigned duties.

Duties & Responsibilities

- Prepare meals in accordance with planned menus.
- Prepare and serve meals that are palatable and appetizing in appearance.
- Serve food in accordance with established portion control procedures.
- Prepare food for therapeutic diets in accordance with planned menus.
- Prepare food in accordance with standardized recipes and special diet orders.
- Be sure that appropriate equipment and utensils are provided with the resident's meal tray.
- Review care plans to assure that current food information is consistent with foods served.
- Prepare and serve substitute foods to residents who refuse foods served.
- Prepare food in accordance with sanitary regulations as well as our established policies and procedures.
- Ensure that safety regulations and precautions are followed at all times by all personnel.

- Follow established Infection Control Precautions policies and procedures when performing daily tasks.
- Assist/direct daily or scheduled cleaning duties in accordance with established policies and procedures.
- 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 the Dietary Manager immediately.
- Report all accidents/incidents as established by department policies. Fill out and file reports as directed.
- 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/body fluids.
- Report missing/illegible labels or MSDSs to the Dietary Manager.
- Review menus prior to preparation of food.
- Inspect special diet trays to assure that the correct diet is served to the resident.
- Perform administrative requirements such as completing necessary forms, reports, etc., and submit to the Dietary Manager.
- Coordinate food service with other departments as necessary.
- Work with the facility's dietitian as necessary and implement recommended changes as required.
- Ensure that all food procedures are followed in accordance with established policies.
- Assist in standardizing the methods in which work will be accomplished.
- Assume the authority, responsibility and accountability of Cook.
- Ensure that menus are maintained and filed in accordance with established policies and procedures.
- Assist in establishing food service production line, etc., to assure that meals are prepared on time.
- Process diet changes and new diets as received from Nursing Services.

- Agree not to disclose assigned user ID code and password for accessing resident/facility information and promptly report any known or suspected unauthorized access, use, or disclosure of such information to the Administrator.
- Others as deemed necessary and appropriate, or as may be directed.
- Other duties as assigned.

Minimum Qualifications

- High School Diploma or equivalent.
- One to two years' experience in 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 workday, 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 cook a variety of foods in large quantities.
- 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 knowledgeable of food procedures.
- Must possess leadership ability and willingness to work harmoniously with other personnel.
- 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**.

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