



## MESCALERO APACHE TRIBE JOB ANNOUNCEMENT

<b>Position Title:</b>	<b>(Part-Time) Seasonal Meal Preparation /Custodian</b>
<b>Department:</b>	<b>Cattle Growers</b>
<b>Employment Status:</b>	<b>Non-Exempt</b>
<b>Grade:</b>	<b>NE- \$15 per hour</b>
<b>Opening/ Closing date:</b>	<b>May 11, 2022 thru May 18, 2022</b>

### **Job Summary**

Prepares and cooks/bakes food. Maintains cleanliness of food preparation areas, kitchen, utensils, and equipment. Cooking for 12 to 20 people. Cleaning of ranch building in and out. Performs custodial work in and around ranch buildings. Will be working part-time 2 to 3 days per week.

*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 for seasonal meals. Set up snack table with drinks and snacks in the mornings.
- Ensures all prepared food items are stored, served, and distributed at appropriate temperature.
- Coordinates cooking and plate set-up and plates according to scheduled service.
- Maintains equipment in kitchen and cook shack.
- Cleans after all meals are fed and snack table.
- 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.
- May go grocery shopping for ranch and putting away.
- Performs other duties as assigned.
- Sweeps and mops hallways and floors.
- Cleans and all assigned areas: restrooms, offices, furniture.
- Stocks, maintains, and secures all storerooms with all needed supplies.
- Uses step ladders to reach high areas for cleaning.
- Changes light bulbs and garbage cans and relines with liners.
- Removes all trash from buildings daily.
- Maintains equipment and supplies and replenishes as needed.
- Picks up trash and litter from around building and grounds.
- Performs in-depth cleaning of restrooms weekly.
- Observes safety rules and maintains a safe environment.
- May assist with grounds keeping tasks.
- May drive or deliver items when needed.
- Assists with grounds keeping and maintenance tasks.
- 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 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 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 work independently and meet strict time lines.
- 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.
- Knowledge of occupational hazards and applicable safety practices.
- Skill in the use of cleaning tools, chemicals, cleaners, and disinfectants.
- Ability to safely use cleaning products and safely operate cleaning equipment.
- Ability to understand and follow oral and written instruction.
- Ability to learn the methods of cleaning and caring for buildings and equipment.
- Ability to work as a team member in a structured working environment.

### **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 indoor/ outdoor work environment and kitchen area with exposure to heat, fumes and steam. Exposure to fumes or airborne particles may occur, and the incumbent is occasionally exposed to outside weather conditions. Extended hours and irregular shifts will be required.