



## MESCALERO APACHE TRIBE

### JOB ANNOUNCEMENT

**Position Title:** (1) Summer Foods Cook Assistant

**Department:** Summer Foods Program/Mescalero Boys & Girls Club

**Supervisor:** Summer Foods Coordinator/Carrizo Unit Director

**Employment Status:** Non-exempt

**Grade:** NE-(\$15.00/hr) **Part time seasonal** – May 29 – August 2, 2024  
5 hours per day (8:30 am – 1:30 pm)

**Opening date:** May 13, 2024 **Closing date:** May 17, 2024

#### Job Summary:

Assists the head cook to prepare meals for 250 youth in the Mescalero Community. Ensure all state policies and guidelines are followed per the New Mexico State Early Childhood Education Department.

#### Duties & Responsibilities

- Prepare meals for approximately 250 youth each day (assistants will be available)
- Prepare meals daily following state requirements and guidelines
- Go by monthly menus that have been pre-submitted to meet state requirements and guidelines
- Ensure food is stored properly per state guidelines
- Ensure temperatures of refrigerators are logged daily
- Ensure kitchen is cleaned and sanitized after each use
- Sustain kitchen requirements for inspections
- Keep accurate documentation per state requirements
- Ensure all food is put away at the end of each meal
- Store food immediately when order comes in
- Have good organizational and time management skills (i.e. prepare for next day's meals during down time)
- Keep track of meals and milk that are going out and coming back to kitchen
- Understand proper portions per state regulations
- Assist in orders for upcoming menu cycles
- Be VERY dependable and be punctual. **Attendance** is very important

### **Knowledge and Skill Ability**

- Be able to work with the public
- Use a food thermometer to ensure foods are at a safe temperature
- Understand written and verbal instructions
- Keep simple records
- Ability to effectively communicate with staff & SFSP administrator

### **Physical Demands**

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, or feel; reach with hands and arms; climb or balance; and stoop, kneel, crouch, or crawl. The employee frequently is required to stand; walk; and talk or hear. The employee occasionally is required to sit; and taste or hear. The employee must frequently lift and/or move up to 50 pounds

### **Work Environment**

Work will be indoors in the cafeteria. Some days may be demanding to ensure meals are out the door at a specific time.

### **Minimum Qualifications**

- Must have a valid New Mexico's driver's license
- Must have own reliable transportation
- Must pass necessary background checks and alcohol/drug screenings

**TRIBAL PREFERENCE:** As per Tribal Ordinance 06-02, MAT will give preference to qualified Tribal members with regard to hiring.