



## MESCALERO APACHE TRIBE

### JOB ANNOUNCEMENT

**Position Title:** (1) Summer Foods Head Cook  
**Department:** Mescalero Boys & Girls Club-Summer Foods Program  
**Employment Status:** Part- Time Seasonal (June 2– August 1)  
**Opening:** May 13, 2025  
**Grade:** NE7-\$18.50/hr  
**Closing date:** May 23, 2025

#### **Job Summary:**

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. Supervisor: Summer Foods Coordinator/ Carrizo Unit Director. Work hours: 5 hours per day (8:30 am – 1:30 pm).

#### **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.
- Other duties as assigned.

#### **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.