



MESCALERO APACHE TRIBE

Job Announcement

Position Title:	(5) Summer Foods Site Supervisor
Department:	Summer Foods Program/Mescalero Boys & Girls Club
Supervisor:	Summer Foods Head Cook
Employment Status:	Part time/Seasonal (June 3-August 2, 2019)
Grade:	NE- (\$10.00) Work hours 10:00 am-1:00 pm

Opening Date: May 7, 2019

Closing Date: May 21, 2019

Job Summary:

Drive to your designated location on the Mescalero Reservation and ensure children 1-18 years of age have access to a healthy lunch. Ensure your site is clean and is monitored the entire duration of the meal. Keep daily records of meals that have been dispersed.

Duties & Responsibilities

- Serve lunch daily to youth 1-18 years of age
- Clean site daily before and after lunch is served
- Ensure food and milk is kept at safe temperatures
- Be accountable for all meals served
- Ensure all children eat their meal at the site
- Make sure only eligible children eat the meal
- Post signs daily at the lunch site
- Manage site for 45 minutes each day
- Keep meal counts and turn them in daily
- Report to cafeteria to assist with boxing meals and preparing them for delivery
- Must be VERY dependable and report to work each day

Knowledge and Skill Ability

- Be able to work with the public especially youth
- 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 youth and parents

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 outdoors at the specific food site that you will be assigned to. There may be noise level based on the amount of children at the meal site. Prolonged standing may occur while the food is being dispersed to the youth.

Minimum Qualifications

- Must have a valid New Mexico's driver's license
- Must have own reliable transportation that will hold a 4 ft. X 4 ft. X 4 ft. food container
- 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.

HOW TO APPLY

Please pick up application at the Human Resources Department, located in the Tribal Office. Call 575/464-9273 for more information.