



PUEBLO OF ISLETA
HUMAN RESOURCES DEPARTMENT
P.O. BOX 1270, ISLETA, NM 87022
PHONE: (505) 869-7584 FAX: (505) 869-7579
EMAIL: poiemployment@isletapueblo.com

VACANCY ANNOUNCEMENT

POSTING NO: 125-19

OPENING DATE: 07/22/2019

CLOSING DATE: 09/20/2019

POSTED: IN/OUT

POSITION: Cook Assistant
PAY GRADE: NE2 (\$8.67/hr to \$11.71/hr)
FLSA STATUS: Non-Exempt
POSITION TYPE: Full Time
FUNDING SOURCE: Grant Funded
DEPARTMENT: Elementary School
REPORTS TO: Cafeteria Cook
BACKGROUND LEVEL: Child Care

JOB PURPOSE:

Assist with preparing nutritious, well-balanced meals for students. Assists with maintaining cleanliness of food preparation areas, kitchen, utensils, and equipment. Ensures all safety and food handling is in compliance with laws and regulations.

JOB DUTIES:

- Assists with preparing well-balanced, nutritious meals and snacks according to established policies, procedures, and nutritional guidelines; meals must be prepared according to the federal and state guidelines. Makes substitutions as necessary.
- Prepares soups, meats, vegetables, salads, dressings, and desserts for consumption in school cafeteria.
- Assists in setting up food serving lines by placing hot and cold foods. Replaces or replenishes items as necessary. Removes food items and containers after each meal adhering to proper storage procedures.
- Operates specialized equipment to cook food in large quantities, ensuring completion on time.
- Stores food and non-food products appropriately. Ensures that products and food use the FIFO inventory method; first in, first out.
- Sets up and stocks area for food service delivery; and assists in serving cooked items.
- Maintains temperature controls for stored food and prepared hot food in accordance with federal and state health and safety requirements.
- Assists with inventory of kitchen equipment, utensils, and linen supplies.

- Follows proper food handling procedures, including wearing required hair netting and serving gloves, and maintaining clean hands.
- Practices good hygiene, including not wearing painted or ornamented fingernails, staying away from food when sick, and washing hands after personal breaks or handling meats, etc.
- Maintains a safe and healthy environment in accordance with established policies, procedures, and regulations in both the food preparation and dining areas.
- Loads and unloads dishwasher. Washes and dries pots, pans, eating utensils, and other cooking equipment. Stacks and stores food utensils and kitchen equipment.
- Cleans and sanitizes kitchen and dining areas. Performs other duties as assigned.

SUPERVISION RESPONSIBILITIES: N/A

MINIMUM QUALIFICATIONS/REQUIREMENTS:

PLEASE BE SPECIFIC REGARDING QUALIFICATIONS, AND INCLUDE DOCUMENTS THAT CONFER THE HIGHEST LEVEL OF EDUCATION, CERTIFICATION AND LICENSES.

- High School Diploma/GED.
- Tiwa speaking preferred.
- Must obtain and maintain Food Handler's Card within 90 days.
- Must be able to pass a TB screening.
- Must be able to pass background check, with NO prior convictions of any felonies.
- Must be able to comply with the Pueblo of Isleta Drug Free Workplace policies.
- Must have fingerprinting completed prior to employment.

KNOWLEDGE, SKILL AND ABILITY REQUIREMENTS:

- Knowledge of how to prepare well-balanced and nutritious meals.
- Knowledge of menu planning and sanitation procedures.
- Knowledge of proper and safe food handling, storage, and disposal requirements.
- Skill in preparing food for children.
- Skill in handling sharp knives, cutting utensils and other kitchen equipment.
- Ability to communicate effectively in English, both verbally and in writing.
- Ability to safely operate various cooking equipment and kitchen appliances.
- Ability to work extended hours and various work schedules.
- Ability to handle multiple tasks and meet deadlines.
- Ability to exercise independent judgment.
- Ability to establish and maintain professional relationships with individuals of varying social and cultural backgrounds and with co-workers at all levels.

PHYSICAL DEMANDS:

- Stands and walks for up to 8 hours per day.
- Talk, hear sit; use hands to handle objects, equipment, controls and reach with arms and hands.
- Extensive repetitive use of hands and arms to use kitchen equipment.
- Position requires frequent lifting of 50 lbs.

WORK ENVIRONMENT

- Work is performed in a cafeteria and kitchen environment with a high noise level.

- Exposure to heat, cold, fumes and steam.

PREFERENCE:

Tribal preference and Native American Indian preference shall apply to all positions at Pueblo of Isleta.