



**PUEBLO OF ISLETA**  
**HUMAN RESOURCES DEPARTMENT**  
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**VACANCY ANNOUNCEMENT**

**POSTING NO: 089-20**

**OPENING DATE: 05/26/2020**

**CLOSING DATE: Open Until Filled**

**POSTED: IN/OUT**

**POSITION:** Food Service Manager  
**PAY GRADE:** E4 (\$18.11/hr.-\$26.27/hr.)  
**FLSA STATUS:** Exempt  
**POSITION TYPE:** Full Time-Contract  
**FUNDING SOURCE:** Grant Funded  
**DEPARTMENT:** Elementary School  
**REPORTS TO:** Principal/EPA  
**BACKGROUND LEVEL:** Child/Elder

**JOB PURPOSE:** Directs and manages Food Services operations for the Isleta Elementary School. Ensures the provision of food services operations are provided in an efficient and timely manner.

*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.*

**JOB DUTIES:**

- Oversees and participates in the development and administration of the program budget; monitors and evaluates the efficiency and effectiveness of service delivery methods; identifies opportunities for improvement and implements changes. Ensures program accountability by complying with federal, state, and local regulations, and tribal policies and procedures.
- Assures customer service goals of the elementary school are met.
- Ensures all food service equipment are properly maintained. Ensures high-levels of sanitation standards are followed in the cleaning of equipment, and in the preparation of food and storage.
- Coordinates, organizes and participates in special events at the elementary school when food services are needed.
- Directs food preparation.
- Establishes and maintains high standards of control for the quality of the food production and distribution. Ensures leftover food is properly utilized and that documentation is in

compliance with federal, state and local regulations. Monitors batch-cooking and controls waste and overproduction.

- Participates in menu development, and the implementation of item pricing.
- Ensures that all meals served meet current standards and requirements; including the preparation of meals for young children Kindergarten through 6<sup>th</sup> grade. Provides appealing, healthy meals that encourages meal consumption.
- Establishes and maintains records to reflect an accurate report of planned menus, food produced, and food served and discarded.
- Inventories food supply, places orders, and ensures when food orders are received, they are properly stored in a clean environment, i.e., freezer, cooler and/or storeroom.
- Oversees the collection of monies and recording of daily receipts; records daily totals and prepares financial reports. Ensures records are accurately and properly maintained.
- Performs other duties as assigned.

#### **SUPERVISION RESPONSIBILITIES:**

- Plans and assigns work for the food service staff. Evaluates work performance provides advice and instruction.
- Interviews candidates for positions, recommends selection or promotion. Effects minor disciplinary actions, such as warnings and reprimands; recommends other action in more serious cases.
- Identifies developmental and training needs for staff.

#### **MINIMUM QUALIFICATIONS/REQUIREMENTS:**

- Associate's Degree in Culinary Arts, Food Service Management or related field.
- Five years progressive food service management experience.
- Must obtain and maintain Food Handler's Card.
- Ability to speak Tiwa is preferred.
- Must be able to pass a TB screening.
- Valid New Mexico driver's license with ability to meet Pueblo of Isleta liability insurance requirements and maintain eligibility for insurance.
- 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 applicable federal, state, county and local laws, regulations, and requirements.
- Knowledge of department organization, functions, objectives, policies and procedures.
- Knowledge of budget preparation.
- Knowledge of how to prepare well-balance and nutritious meals.
- Knowledge of menu planning and sanitation procedures.
- Knowledge of the proper care and use of institutional food preparation equipment.
- Knowledge of the principles of healthy and balanced eating habits.
- Knowledge of the proper procedures in cleaning institutional food preparation equipment.
- Knowledge of the proper temperature for cooking foods in an institutional environment.

- Knowledge of established regulations and guidelines concerning food and meal preparation and service.
- Skill in planning appropriate and nutritional menus appropriate to different age groups.
- Skill in maintaining sufficient food supplies and following approved menus.
- Skill in the use of standard food preparation and cooking equipment.
- Skill in handling sharp knives, and other cutting utensils.
- Skill in operating various word-processing, spreadsheets, and database software programs in a Windows environment.
- Skill in preparing, reviewing, and analyzing operational and financial reports.
- Skill in supervising, training, and evaluating assigned staff.
- Skill in making effective decisions in emergency situations.
- Ability to interpret applicable federal, state, county and local laws, regulations, and requirements.
- Ability to work various schedules and extended hours.
- Ability to work independently and meet strict time lines.
- 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 create and present effective speeches and presentations.
- Ability to analyze situations and adopt appropriate courses of action.
- Ability to establish and maintain professional relationships with the public and co-workers.
- Ability to make solid decisions and exercise independent judgment.

**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 typical kitchen and dining room setting environment.
- Exposure to heat, cold, fumes and steam.
- Noise level is usually moderate.
- Evening and/or weekend work may be required.

**PREFERENCE:**

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