



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: 019-24

OPENING DATE: 01/26/2024

CLOSING DATE: Open Until Filled

POSTED: IN/OUT

POSITION: Regulatory Monitor
PAY GRADE: NE5 (\$15.97/hr. - \$21.56/hr.)
FLSA STATUS: Non-Exempt
POSITION TYPE: Full Time
FUNDING SOURCE: POI Funded
DEPARTMENT: Assisted Living Facility
REPORTS TO: Assisted Living Administrator
BACKGROUND LEVEL: Child/Elder

JOB PURPOSE: Works with the Elder Program Managers to ensure that all service activities meet state and federal service regulations; assists in the development of established policies, procedures to ensure compliance in all areas of requirements.

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:

- Coordinates with Food Service Manager to develop well-balanced and nutritious menus according to nutritional guidelines.
- Performs quality control; ensures meals are prepared and served in a timely manner and in accordance with sanitary food handling and nutritional value content, and conducts customer surveys.
- Develops systems and /or logs to document compliance.
- Ensures that Elder Center Programs meets all regulatory requirements.
- Compiles and maintains data, records to support a monitoring systems for all regulatory requirements.
- Prepares for onsite facility inspections and generates reports as required.
- Conducts training for staff in-service regulations, systems and documentation.

- Provides client nutrition and regulatory training.
- Ensures that staff is certified in all food service areas including Safety, First Aid, CPR, and Food Handlers Certification.
- Assists Food Service staff in packaging food for homebound delivery when necessary; acts as backup driver if required.
- Serves as the in-house certification trainer for Fire and Safety, First Aide, CPR, OSHA, Bloodborne Pathogens, Industrial Hygiene, and Food-Handlers.
- Performs other duties as assigned

SUPERVISION RESPONSIBILITIES: N/A

MINIMUM QUALIFICATIONS/REQUIREMENTS:

- Associate’s Degree in Nutrition, Health Education or related field.
- Two years’ work experience in the interpretation and application of regulations.
- Must obtain and maintain First Aid and CPR Trainer Certification, Food Handler’s Card, Safe-Serve Certification.
- 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 pass background check for position.
- Must be able to comply with the Pueblo of Isleta Drug Free Workplace policies.

KNOWLEDGE, SKILL AND ABILITY REQUIREMENTS:

- Knowledge of applicable federal, state, county and local laws, regulations, and requirements.
- 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.
- Ability to interpret applicable federal, state, county and local laws, regulations, and requirements.
- 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 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.