



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

**POSTING NO: 133-24**

**OPENING DATE: 12/05/2024**

**CLOSING DATE: Open Until Filled**

**POSTED: IN/OUT**

**POSITION:** Cook I  
**PAY GRADE:** NE3 (\$17.07/hr.-\$23.04/hr.)  
**FLSA STATUS:** Non-Exempt  
**POSITION TYPE:** Full Time  
**FUNDING SOURCE:** POI Funded  
**DEPARTMENT:** Elder Center  
**REPORTS TO:** Food Service Manager  
**BACKGROUND LEVEL:** Child/Elder

**JOB PURPOSE:** Plans and prepares nutritious, well-balanced meals for Elder Center participants. Maintains cleanliness of food preparation areas, kitchen, utensils, and equipment. Ensures all safety and food handling is in compliance with laws and regulations.

*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:**

- Plans and prepares 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.
- Ensures that products in first are used first.
- 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 finger nails, staying away from food when sick, and washing hands after personal breaks or handling meats, etc.
- Maintains temperature controls for stored food and prepared hot food in accordance with state recommended procedures.
- Stores food and non-food products appropriately.

- Thaws frozen products required for the next daily meal properly.
- Maintains a safe and healthy environment in accordance with established policies, procedures, and regulations in both the food preparation and dining areas.
- Washes and dries pots, pans, eating utensils, and other cooking equipment.
- Cleans and sanitizes kitchen and dining areas.
- Delivers meals to homebound elders.
- Inspects vehicles before driving to include: gas, oil, water, tires, and brake and transmission levels to ensure safety of operation.
- Performs routine safety checks on vehicles to include: operable brake lights turn signals, tire pressure, first aid kit, and emergency road kit.
- Maintains accurate food temperature records.
- Participates in all relevant training opportunities assigned, which are related to menu development, meal production, and meal service delivery.
- Observes, documents and refers in-house, all concerns related to the well-being of the elders.
- Maintains confidentiality on client and program information and issues.
- Performs other duties as assigned.

**SUPERVISION RESPONSIBILITIES:** N/A

**MINIMUM QUALIFICATIONS/REQUIREMENTS:**

- High School Diploma/GED.
- Tiwa speaking preferred.
- Must obtain and maintain Food Handler’s Card.
- 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 how to prepare well-balance 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 elders.
- Skill in handling sharp knives, and other cutting utensils.
- Ability to communicate effectively in the 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 both indoors and outdoors.
- Exposure to heat, cold, fumes and steam.
- Noise level is usually moderate.
- Exposure to exhaust and gas fumes may occur when driving or monitoring the meal truck.
- Exposure to unpleasant odors, hazardous material and infectious diseases.

**PREFERENCE:**

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