



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

**POSTING NO: 121010-25**

**OPENING DATE: 12/09/2025**

**CLOSING DATE: 03/09/2026 or OUF**

**POSTED: IN/OUT**

**POSITION:** Cook II  
**PAY GRADE:** NE4 (\$18.78/hr. - \$25.35/hr.)  
**FLSA STATUS:** Non-Exempt  
**POSITION TYPE:** Full Time  
**FUNDING SOURCE:** POI  
**DEPARTMENT:** Elder Center  
**REPORTS TO:** Food Service Manager  
**BACKGROUND LEVEL:** Child/Elder

**JOB PURPOSE:** Plans, organizes, prepares menus and meals, and provides food delivery services for the clientele of the Pueblo of Isleta (POI) Elder Center Programs. Oversees kitchen staff. 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 varied menus to ensure that food is appetizing, nutritionally suitable, and according to menu and number of persons to be served.
- Oversees kitchen operations in order to ensure food is properly prepared, cooked and served.
- Follows all Indian Health Service, and Elder Center program guidelines and licensing requirements.
- Attends meetings when needed to coordinate services.
- Maintains inventory of food supplies and equipment, estimates daily or weekly needs and orders/purchases food and supplies following the monthly menus.
- Prepares food for special events, and meetings as directed or scheduled.
- Maintains clean and sanitary conditions of the kitchen and equipment, and dining area. Washes dishes, pots and pans; sanitizes tables, chairs, and kitchen equipment.

- Prioritizes, assigns, and schedules work activities and projects, monitors workflow, implements policies and procedures, reviews and evaluates work products, methods and procedures.
- Ensures planned meals are prepared appropriately to keep food waste to a minimum.
- Manages storage of food and non-food products in order to meet daily menu requirements.
- Ensures frozen products required for the next daily mean are thawed properly.
- Maintains temperature controls for stored food in accordance with state recommended procedures.
- Ensures storage and kitchen equipment, and kitchen areas are cleaned and sanitized on a daily basis, and at scheduled intervals.
- Maintains appropriate inventory of nutrition program reporting forms to meet reporting requirements; submits reports to funding agencies as required.
- Performs other duties as assigned.

#### **SUPERVISION RESPONSIBILITIES:**

- Supervises Cook Assistant and Food Service Aides.
- Plans, assigns, and evaluates work activities.
- Recommends new hires and disciplinary actions as required.

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

- Associate's degree in culinary arts.
- Two or more years of experience in food service preparation, preferably in institutional environment, i.e., assisted living facility, hospital, etc.
- Must obtain and maintain Food Handler's Card.
- Ability to speak Tiwa is preferred.
- Must be able to pass a TB screening.
- 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-balanced and nutritious meals in an institutional environment.
- Knowledge of menu planning and sanitation procedures.
- Knowledge of proper and safe food handling, storage, and disposal requirements.
- Skill in preparing food for large groups.
- Skill in handling sharp knives, and other cutting utensils.
- Ability to maintain confidentiality.
- Ability to communicate effectively both verbally and in writing.
- Ability to safely operate various cooking equipment and kitchen appliances.
- 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 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.