



**PUEBLO OF ISLETA  
HUMAN RESOURCES DEPARTMENT  
P.O. BOX 1270, ISLETA, NM 87022  
PH. # 505.766.6623 FAX # 505.869.2812  
E-Mail Address: poi70104@isletapueblo.com**

**JOB ANNOUNCEMENT**

**POSTING DATE: 06/04/10  
POSTING DATE ENDING: Until Filled  
(POSTED IN AND OUT)**

**TITLE: EARLY HEAD START TEAM COOK I**

**DEPARTMENT/PROGRAM: HEAD START PROGRAM**

**LOCATION: HEAD START FACILITY**

**NO. OF POSITIONS: 1/Part Time/20 hours per week**

**STATUS: NON-EXEMPT**

**POSITION #: 040459 POSTING #: 052**

**GRADE: A2 STARTING SALARY: \$10.22**

**DESCRIPTION OF WORK**

**General Statement of Duties:** The Team Cook prepares menus and meals, and provides food delivery services for the children, staff, and visitors of the Early Head Start and Child Care Programs.

**Supervision Received:** Works under the direct supervision of the Team Cook II and the Early Head Start Health and Disabilities Coordinator

**Supervision Exercised:** None

**Duties and Responsibilities:**

1. Assists in the planning of varied menus to ensure that food is appetizing and nutritionally suitable for infants and toddlers.
2. Assists in preparation and cooking of meals according to menu and number of persons to be served.
3. Follows all Indian Health Services, Head Start, Early Head Start, USDA Commodities and Child Care Food Program guidelines and licensing requirements to ensure food is properly planned, prepared, cooked, and served; and maintains all certification and credentials.
4. Attends Early Head Start Teacher meetings to coordinate services and integrate the Nutrition Component's goals and objectives.
5. Participates in the inventory of food supplies and equipment through the use of log sheets, estimates daily or weekly needs.
6. Prepares orders and purchases food and supplies in absence of Team Cook II.

7. Prepares food for special events, meetings, or assemblies as directed or scheduled.
8. Maintains clean and sanitary conditions of kitchen and equipment and dining area, washes dishes, pots and pans; sanitizes tables, chairs, and kitchen equipment.
9. Assists with CACFP reporting as needed.
10. Alerts supervisors regarding needed repairs/maintenance needs of meal production and meal service delivery equipment.
11. Participate in relevant training opportunities.
12. Attends Isleta Head Start Health Advisory Committee meetings as directed by the Program Director or Health and Disabilities Coordinator.
13. May work occasional evenings or weekends.
14. Other job related duties as assigned.

**Educational/Experience Requirements:**

1. High school or G.E.D. certificate.
2. Indian Health Service Nutrition Training.
3. One year experience in the development of menus, meal preparation and meal service delivery that relate to an Early Head Start/Child Care program.

**Training Provided**

1. Head Start Performance Standards.
2. POI Head Start Policies and Procedures.
3. POI Head Start Health and Safety Codes.
4. Indian Health Services Food Handler's Certification annually.
5. Manufacturer Safety Data Sheets training annually.
6. Fire Suppression Training annually.
7. First Aid and CPR certification for infants, children and adults annually.

**Necessary Special Requirements:**

1. Tribal member preference with the ability to speak Tiwa preferred.
2. Ability to pass a drug test and a through background check.
3. Current Indian Health Service Food Handlers Card or ability to obtain card within 90 days of hire.
4. Ability to be a team member of highly interdependent component integrated system.
5. Knowledgeable of established regulations and guidelines concerning food and meal preparation and service.
6. Knowledgeable of the proper care and use of institutional food preparation equipment.
7. Knowledgeable of the principles of healthy and balanced eating habits.
8. Skilled in planning appropriate and nutritional menus appropriate to different age groups.
9. Skill in preparing nutritious and appetizing meals.
10. Ability to prepare and serve large quantities of food and/or meals.
11. Ability to follow oral and written instructions.
12. Ability to respond to and remain calm in an emergency or crisis situation.

**PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT:**

Work is physically strenuous with extensive periods of standing, use of commercial food preparation equipment and cleaning products. Must be able to kneel, climb, and balance. Will be exposed to heat from equipment and cutting utensils. Lifting and carrying items up to fifty pounds is a routine aspect of this job.

BACKGROUND CHECKS ARE ROUTINELY CONDUCTED ON PROSPECTIVE EMPLOYEES IN  
ORDER TO CERTIFY COMPLIANCE WITH MINIMUM BACKGROUND STANDARDS  
ESTABLISHED BY THE PUEBLO OF ISLETA.

SUBMIT APPLICATION/RESUME TO HUMAN RESOURCE DEPARTMENT, LOCATED IN THE  
GOVERNOR'S OFFICE, OR MAIL TO HUMAN RESOURCE DEPARTMENT, PUEBLO OF ISLETA,  
P.O. BOX 1270, ISLETA, NM 87022

\*\*\*THE PUEBLO OF ISLETA IS A DRUG-FREE WORKPLACE\*\*\*