



**PUEBLO OF ISLETA
HUMAN RESOURCES DEPARTMENT
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VACANCY ANNOUNCEMENT

POSTING NO: 015-25

OPENING DATE: 01/31/2025

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: Assisted Living
REPORTS TO: Assisted Living Administrator
BACKGROUND LEVEL: Child/Elder

JOB PURPOSE: Plans and prepares nutritious, well-balanced meals for residents. 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.
- Submits monthly food reports, daily meal counts, and food service reports on a timely basis.
- Conducts inventory of kitchen equipment, utensils, and linen supplies.
- Orders or purchases food and foodservice related items to ensure that adequate supplies are available at all times.
- 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.
- Serves meals to the residents.
- 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 residents.
- Performs other duties as assigned.

SUPERVISION RESPONSIBILITIES: N/A

MINIMUM QUALIFICATIONS/REQUIREMENTS:

- High School Diploma/GED.
- Food preparation experience required.
- Tiwa speaking preferred.
- Must obtain and maintain Food Handler's Card.
- 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 for residents in an Assisted Living Facility.
- Knowledge of menu planning and sanitation procedures.
- Knowledge of proper and safe food handling, storage, and disposal requirements.
- Ability to understand special dietary restrictions and requirements for elderly residents, and to prepare food accordingly.
- Skill in preparing food for young children.
- Skill in handling sharp knives, and other cutting utensils.
- Ability to communicate effectively in the English, both verbally and in writing. Ability to maintain accurate records.
- 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 in a typical kitchen and classroom 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.