



PUEBLO OF JEMEZ  
JOB ANNOUNCEMENT  
2023-007  
EDUCATION  
ASSISTANT COOK

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<b>Position Title:</b>	Assistant Cook	<b>Pay Level:</b>	\$9.01/Hourly - \$13.77/Hourly
<b>Position Open Date:</b>	01/19/2023 – Until Filled	<b>Department:</b>	Education
<b>Position Status:</b>	Full-Time	<b>Classification:</b>	Non-Exempt
<b>Supervisor:</b>	Nutrition Coordinator	<b>Location:</b>	Education

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**POSITION SUMMARY:**

Responsible for providing healthy, nutritious meals to our children; assisting the head cook in daily operations within our nutrition program.

This job description indicates, in general, the nature and levels of work, knowledge, skills, and other essential functions expected of the incumbent. It is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities required of the incumbent. Incumbent may be asked to perform other duties as required.

**QUALIFICATIONS:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

**EDUCATION & EXPERIENCE:**

High School diploma or General Equivalency Diploma (GED); AND one (1) year of food preparation experience.

**REQUIRED CERTIFICATES, LICENSES TRAININGS, AND REGISTRATIONS:**

New Mexico Driver's License  
Background Investigation  
CPR & First Aide Certification within six (6) months of date of employment  
Food Handlers Certification within six (6) months of date of employment

**PHYSICAL DEMANDS & WORKING ENVIRONMENT:**

The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Strength and mobility to work in a typical food service setting; stamina to perform sustained physical labor, including standing, walking, climbing; strength to lift and maneuver materials and equipment weighing up to 25 pounds with

proper equipment; vision to read printed materials; and hearing and speech to communicate in person or over a radio or telephone.

Work is subject to exposure to fumes and adverse environmental conditions.

**ESSENTIAL FUNCTIONS:**

- Prepares, cooks and serves meals daily to customers in accordance to the weekly menu
- Verifies quality of food and supplies
- Ensures the cleanliness and safety of the kitchen and storage areas
- Ensures that all sanitation rules in food service area are adhered to by all staff and volunteers. With specific focus on Covid-19 procedures and orders
- Maintains basic records of work performed
- Contributes to the overall quality of the unit's service provision by developing and coordinating work teams and by reviewing, recommending and implementing improved policies and procedures.
- Represents the Pueblo with dignity, integrity, and a spirit of cooperation in all relationships with staff and the public

**REQUIRED KNOWLEDGE AND SKILLS:**

- Food preparation and presentation methods, techniques, and quality standards
- Proper handling of food and sanitation requirements
- Safe work methods and safety regulations pertaining to the work
- Techniques for dealing with a variety of individuals from various socio-economic, ethnic and cultural backgrounds, in person and over the telephone
- Basic records management principles and practices
- Skill in preparing menus
- Safely using and maintaining tools and equipment related to the work
- Understanding and following oral and written directions
- Preparing basic records and reports of work performed
- Working without close supervision in standard work situations
- Establishing and maintaining effective working relationships with those contacted in the course of the work
- Contributing effectively to the accomplishment of team or work unit goals, objectives and activities

To apply for the position posted, please apply as follows;

Send;

Pueblo of Jemez Job Application

Cover Letter

Professional Resume

To;

[humanresources@jemezpueblo.org](mailto:humanresources@jemezpueblo.org)

Or;

Pueblo of Jemez – Attention Human Resources Department

PO BOX 100

Jemez Pueblo, New Mexico 87024

Or;

Visit the Pueblo of Jemez Website – Careers

[www.Jemezpueblo.org](http://www.Jemezpueblo.org)