



PUEBLO OF JEMEZ
JOB ANNOUNCEMENT
2025-041
EDUCATION
SUMMER LUNCH COOK

Position Title:	Summer Lunch Cook	Pay Level:	\$15.81-\$23.72
Position Open Date:	4/23/2025-Until Filled	Classification:	Non-Exempt
Position Status:	Temporary Full-Time	Location:	Walatowa Early Childhood
Supervisor:	Nutrition Coordinator		

POSITION SUMMARY:

Responsible for coordinating the provision of healthy, nutritious meals to children on a daily basis and ensures proper completion and submission of required documentation for USDA and Summer Lunch 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 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:

Equivalent to a High school diploma/General Equivalency Diploma (GED); two (2) years of experience in food services management in an institutional setting.

REQUIRED CERTIFICATES, LICENSES TRAININGS, AND REGISTRATIONS:

New Mexico Driver's License
Background Investigation
CPR & First Aid certification or obtained within 60 days of hire.
Food handler's certification required or obtained within 60 days of hire.

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 enable individuals with disabilities to perform the essential functions.

Mobility to work in a typical office setting and use of standard office equipment; stamina to sit for extended periods of time; strength and agility to lift and carry up to 20 pounds; vision to read printed materials and a computer screen, and hearing and speech to communicate in over the telephone and in person; agility to participate in wellness and fitness activities.

ESSENTIAL FUNCTIONS:

- Ensures all daily requirements for children are met using the Dietary Guidelines from U.S.D.A.
- Oversees daily meal preparation, cooking and service in accordance with the weekly Menu.
- Maintains documentation and reporting of the daily meal counts, along with upkeep of the of the production book.
- Has direct supervision and oversight of the Assistant Cook(s) to ensure high quality meal preparation, service and productivity.
- Responsible for ordering food each week for meal services; ensures preparation of meals is in accordance with established menus; ensures adherence to food handling standards and that food is being served at proper temperatures and along established schedules.
- Maintains training on USDA food regulations and standards; ensures proper documentation of activities for USDA and Summer Lunch Program.
- Assists with Coordination and Administration of the Summer Lunch Program for community youth.
- Meets regularly with Nutritionist and Nutrition Manager to compose menus, or to discuss issues/concerns with student food allergies or special nutritional needs.
- Evaluates the effectiveness of programs and makes modifications as required.
- Uses a variety of standard office equipment in the performance of the work.
- Represents the Pueblo with dignity, integrity, and spirit of cooperation in all relationships with staff and the public.

REQUIRED KNOWLEDGE AND SKILLS:

Knowledge of:

- Nutritional and menu planning guidelines, including state and federal regulations.
- Principles and practices of program development and management.
- Principles and practices of inventory control and record keeping.
- Rules and regulations and ordinances pertaining to nutrition programs and activities.
- Customer service and public relations methods and practices.
- Safe work practices and sanitation related to food preparation and service.
- Computer applications related to assigned duties activities.

- Techniques for dealing with a variety of individuals from various socio-economic, ethnic and cultural backgrounds, in person and over the telephone.

Skill in:

- Program management and promotion.
- Implementing program and project goals, objectives, procedures and work standards.
- Planning, overseeing and preparing meals in a large scale, institutional setting.
- Assisting in the preparation of nutritious and appealing menus in accordance with established guidelines and budgetary constraints.
- Making accurate arithmetic calculations.
- Coordinating effective work teams and motivating individuals to meet goals and objectives and provide customer services in the most cost effective and efficient manner.
- Preparing clear, concise and complete reports, correspondence and other written materials, as needed.
- Contributing effectively to the accomplishment of team or work unit goals, objectives and activities.
- Using initiative and independent judgment within established procedural guidelines.
- Communicating effectively in oral and written forms.

To apply for the position posted, please apply as follows

Send;

Pueblo of Jemez Job Application

To;

humanresources@jemezpuablo.org

Or;

Pueblo of Jemez-Attention Human Resources Department

PO Box 100

Jemez Pueblo, NM 87024