



PUEBLO OF JEMEZ
JOB ANNOUNCEMENT
2025-081
JEMEZ HEALTH & HUMAN SERVICES
SENIOR CENTER
COOK

Position Title:	Cook	Pay Level:	\$15.81-\$23.72
Position Open Date:	10/17/2025-Until Filled	Classification:	Non-Exempt
Position Status:	Full-Time	Location:	Senior Center
Supervisor:	Senior Center Program Manager		

POSITION SUMMARY:

Responsible for providing healthy, nutritious meals our customers; planning, organizing, coordinating, supervising, reviewing and evaluating the work of staff performing kitchen duties.

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:

High school diploma or General Equivalency Diploma (GED); AND two (2) years of food preparation experience.

REQUIRED CERTIFICATES, LICENSES TRAININGS, AND REGISTRATIONS:

New Mexico Driver's License
Background Investigation

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.

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.

ESSENTIAL FUNCTIONS:

- In the absence of the Head Cook: Plans, organizes, coordinates, assigns, provides direction and reviews the work of assigned staff.
- Assists in the development and implementation of goals, objectives, policies, procedures, and work standards for the area of responsibility.
- Trains staff and provides for their professional development.
- Estimates time, cost, labor and material needs; assigns personnel and orders necessary food, equipment and materials.
- Prepares, cook and serves meals daily to customers in accordance to the weekly menu.
- Requisitions food, supplies and equipment; ensures adequate supply inventories; 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.
- Works with dietician on preparing cycle menus; plan nutrition education.
- Maintains a variety of records; makes periodic and special reports 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:

Knowledge of:

- Principles and practices of employee supervision, including selection, work planning, organization, performance review and evaluation, and employee training.
- 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:

- Planning, organizing, scheduling, reviewing and evaluating the work of staff.
- Providing for staff training and work instruction.
- 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

To;

humanresources@jemezpueblo.org

Or;

Pueblo of Jemez-Attention Human Resources Department

PO Box 100

Jemez Pueblo, NM 87024