Vacancy Announcement
Department of Education – Haak’u Learning Center

Pueblo of Acoma Human Resources Department P.O. Box 348, Acoma, NM 87034 • 505-552-6728 • www.puebloofacoma.org

JOB TITLE: Cook (Part-Time/Regular) PAY RATE: $DOE

OPENING DATE: February 20, 2020 CLOSING DATE: Open Until Filled

POSITION PURPOSE
Under direct supervision of the Health Manager, the Cook plans and prepares nutritious, well-balanced meals for Haak’u Learning Center children. Maintain cleanliness of food preparation areas, kitchen, utensils and equipment.

ESSENTIAL DUTIES, FUNCTIONS & RESPONSIBILITIES

1. Plan and prepare well-balanced, nutritious meals and snacks according to established policies, procedures, and nutritional guidelines; meals must be prepared according to the Child and Adult Care Food Program (CACFP) guidelines.
2. Infuse cultural meals and food items that represent the current population of children enrolled.
3. Order foods and other supplies needed to maintain appropriate stocks within budgetary and meal requirements.
4. Complete weekly food inventory to assure that all basic food supplies are available and on hand for the upcoming week ensuring that product in first is used first.
5. Shop for the weekly groceries, along with any grocery items needed by teachers for their curriculum or a parent activity.
6. Conduct inventory of kitchen equipment, utensils, and linen supplies.
7. Maintain and document temperature controls for stored food and prepared hot food in accordance with recommended procedures.
8. Keep posted records of children’s allergies and consider them in meal planning.
9. Delivers meals to the classroom or serves meals for program functions.
10. Maintain standards necessary to meet health requirements and codes.
11. Maintain cleanliness and sanitation of all counter and table surfaces, floors, kitchen equipment, utensils and dishes.
12. Maintain and submits all required reports and number of meals served to staff, parents, and children.
13. Update Food Handlers card and other required permits on a yearly basis.
14. Submit monthly articles on nutrition for the program newsletter.
15. Assist in the instruction of nutritional needs and benefits of a balanced diet to pre-school children, parents, and staff through planned activities or training.
16. Attend staff meetings, parent events and in-house training both during and after regular center hours as required for this position.
17. Attend additional workshops, training and continuing education classes as determined in the individualized training plan.
18. Assist in training substitutes, volunteers or others who may permanently or temporarily be assigned to help in the kitchen.
19. Perform related work as required to meet the goal and objectives of the Haak’u Learning Center.

MINIMUM QUALIFICATIONS

Experience: • One year food preparation work experience

Education: • High School Diploma or GED
Mandatory Knowledge, Skills, Abilities and Other Qualifications:

- A record of satisfactory performance in all prior employment as evidenced by positive employment references from previous employers
- Knowledge of principles, tools, and techniques of food service management, including planning and purchasing.
- Knowledge of general principles of menu planning, modification of recipes, preparation of foods.
- Knowledge of inventory control procedures, procurement and storing of food items and supplies.
- Knowledge of the practices, methods and procedures of volume food preparations; food values, characteristics and nutrition; personal hygiene, food handling, sanitation and safety precautions.
- Skill in the use of computers including MS Office applications and inventory tracking systems, etc.
- Skill in interpreting food service requirements of USDA.
- Skill in food unit measurements and food proportions.
- Ability to communicate effectively in the English language both verbally and in writing.
- Ability to lift/unload food and supplies.
- Ability to operate kitchen equipment safely.
- Ability to establish and maintain effective working relationships with employees, parents and public.
- Ability to perform other duties as assigned

PREFERRED QUALIFICATIONS

- Associate’s degree in Culinary Arts or Food service/dietary management, or relevant field
- Keres speaking

INDIAN PREFERENCE

The Pueblo of Acoma has implemented an Indian Preference Policy. It is the policy of the Pueblo of Acoma to give preference to any qualified person who is an enrolled member of a federally recognized Tribe.

The application of Indian Preference is not automatic. Applicants requesting consideration for Indian Preference must provide valid Tribal enrollment documents certifying his/her Indian blood quantum.

Aside from employment preference as provided in this section, the Pueblo of Acoma shall not discriminate because of race, creed, age, sex, color, national origin, religion, sexual orientation, marital status, medical disability or political affiliation.

OTHER

Confidentiality: All employees must uphold all principles of confidentiality to the fullest extent. This position has access to sensitive information and a breach of these principles will be grounds for immediate termination. An employee will be asked to sign a confidentiality statement upon hire.

Background investigation: This position may be subject to a criminal history background check, a suitability background check and/or a Fair Credit Reporting Act (FCRA) check. In addition, some positions are subject to a 101-630 background check in an effort to ensure compliance with Public Law 101-630 “Indian Child Protection and Family Violence Prevention Act.” Candidates must be able to successfully pass all required background checks to qualify for this position.

Medical Requirement: This position is subject to an annual physical examination including an annual Tuberculosis (TB) screening. Candidates must be able to successfully pass all required medical checks to qualify for this position.

Driver Check: Current valid New Mexico Driver’s License and must be insurable through Tribal Automotive Insurance Carrier.
Drug screening: All applicants must successfully pass a pre-employment drug screening prior to beginning employment and may be subject to random drug testing.

To apply, applications are available in the Acoma Human Resource (HR) Office or on-line at www.puebloofacoma.org. All applications must be submitted to the Acoma HR Office for consideration by the closing date of the announcement. All applicants will be given consideration; however, not all applicants will necessarily be contacted or interviewed.

VA0252020 Pueblo of Acoma is a Drug Free Workplace.