Vacancy Announcement
Health & Human Services – Senior Center

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

JOB TITLE: Cook Aide/Driver (Full-Time/Temporary) PAY RATE: DOE

OPENING DATE: May 19, 2020 CLOSING DATE: Open Until Filled

POSITION PURPOSE
Under direct supervision of the Director, assists Cook with meal preparation and maintenance of clean food preparation areas, kitchen, utensils, and equipment.

ESSENTIAL DUTIES, FUNCTIONS & RESPONSIBILITIES

1. Assists in the preparation of meals for the Title VI and New Mexico House Bill program participants.
2. Assists in the management and delivery of food, non-food products, and kitchen equipment to meet program objectives.
3. Assists in preparing monthly menus, completing meal counts, and preparing meal count reports for submittal to the Director.
4. Assists in enforcing established priorities for serving catered meals, congregate meals, and portion controls to eligible participants Monday through Friday.
5. Plans for scheduled catering and packages catered items for immediate delivery.
6. Follows proper food handling procedures, including wearing required hair netting, wearing of serving gloves, and maintaining clean hands.
7. Practices good hygiene, including not wearing painted or ornamented finger nails, staying away from food when sick, and washing hands after personal beaks or handling meats, etc.
8. Prepares planned meals appropriately to keep food waste to a minimum and in accordance with the recommended daily allowance as set by the New Mexico State Agency on Aging.
9. Serves meals according to First, Second, and Third priority levels: First Priority – senior program participants, spouse, and guests seated in the dining room area; Second Priority – scheduled catering; Third Priority – staff, volunteers, and assistant to the Senior Center.
10. Stores food and non-food products appropriately.
11. Thaws frozen products required for the next daily meal properly.
12. Assists Head Cook in using a perpetual inventory system to manage supplies.
13. Aids in purchasing supplies from established sources.
14. Ensures that products in first are used first.
15. Maintains temperature controls for stored food and prepared hot food in accordance with state recommended procedures.
16. Cleans and sanitizes equipment and kitchen area.
17. Conducts inventory of kitchen equipment, utensils, and linen supplies as requested by the Head Cook.
18. Maintains a safe and healthy environment in accordance with established policies, procedures, and regulations in both the food preparation and dining areas.
19. Contributes to a team effort and accomplishes related results as required.
20. Performs other duties as required.
MINIMUM QUALIFICATIONS

Experience:  
• Three – six months food handling experience in a kitchen environment

Education:  
• High School Diploma or GED

Other:  
• Food Handler’s certification

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 traditional form of government and pueblo customs and traditions.
• Knowledge of the functions and structure of the Pueblo of Acoma.
• Knowledge of applicable federal, state, county and local laws, regulations, and requirements.
• Knowledge of business English, proper spelling, grammar, punctuation, and basic arithmetic.
• Knowledge of how to prepare well-balance and nutritious meals.
• Knowledge of proper and safe food handling, storage, and disposal requirements.
• Skill in operating business computers and office machines, including in a Windows environment, specifically Word, Excel, Access, Digital Storytelling software, presentation software (such as PowerPoint), and PC-based computerized accounting software
• Skill in preparing food for groups of people.
• Skill in handling sharp knives, and other cutting utensils.
• Skill in supervising, training, and evaluating assigned staff.
• Ability to communicate effectively in the English language, preferable in the Keres language, both verbally and in writing.
• Ability to establish and maintain professional relationships with individuals of varying social and cultural backgrounds and with co-workers at all levels.
• Ability to work effectively with individuals and demonstrate leadership and team-building skills with empathy and enthusiasm
• Ability to work within a highly complex and structured environment while maintaining a creative and flexible problem-solving approach with both participants and colleagues.
• Ability to maintain confidentiality
• Ability to work independently and meet strict time lines
• Ability to make solid decisions and exercise independent judgment.
• Ability to analyze situations and adopt appropriate courses of action.
• Ability to demonstrate moral character, honesty, tact, fairness, lack of prejudice to meet program objectives.
• Ability to be persuasive and tactful in controversial situations.
• Ability to demonstrate excellence in everything, and continually seek improvement in results.
• Ability to safety operate various cooking equipment and kitchen appliances.
• Ability to work extended hours and various work schedules.
• Ability to perform other duties as assigned
• First aid and CPR certified or ability to obtain certification within six (6) months of hire

PREFERRED QUALIFICATIONS

• First aid and CPR certified
• 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.

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<th>OTHER</th>
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<td>Confidentiality</td>
<td>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.</td>
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<td>Background investigation</td>
<td>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.</td>
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<td>Health Requirement:</td>
<td>None</td>
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<td>Driver Check:</td>
<td>All applicants must possess a current valid Driver’s License and must be insurable through Tribal Automotive Insurance Carrier to qualify for position.</td>
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<td>Drug screening:</td>
<td>All applicants must successfully pass a pre-employment drug screening prior to beginning employment and may be subject to random drug testing.</td>
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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.

Pueblo of Acoma is a Drug Free Workplace.