



Rio Arriba County ***VACANCY NOTICE***

JOB TITLE: HEAD COOK

Department: Senior Program
Locations: Chama, Chimayo,
Española, Coyote, El Rito
Salary: HC-6 per schedule
Position Status: Full-Time (30 Hours per week)
FLSA Status: Non-Exempt
Closing Date: Open Until Filled

The following duties ARE NOT intended to serve as a comprehensive list of all duties performed by all employees in this classification, only to provide a summary of the major duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.

Primary Purpose:

Under general supervision of the Site Manager or designee, *provide nutritious and appetizing meals for seniors ensuring that all meals served meet the nutritional guidelines daily according to the RDA requirements.*

Essential Job Functions:

- Supervises and participates in the preparation and cooking of meals according to standard recipes according to the 1/3 RDA requirements
- Operates large and standard cooking equipment
- Ensure proper maintenance of kitchen equipment
- Assists in taking daily inventory of foods
- Ensure cleanliness of kitchen and equipment daily
- Conducts food orders on a monthly basis, knowledge of perpetual inventory
- Conduct Kitchen assessments monthly and assure to follow and meet all code compliance and program policy
- Reports to the Espanola Site Coordinator
- May be required to take some job related courses

Knowledge / Skills:

- High attention to detail and organization
- Three (3) years of supervisory experience
- Five (5) years of cooking experience
- Experience in inventory control
- Excellent written and verbal communication skills
- Experience preparing food orders
- Knowledge of computer use preferred
- Ability to handle confidential information

- Ability to read, write, communicate orally, listen, follow and give verbal and/or written directions in English
- Self-motivated and goal orientated
- Ability to multi-task and adjust priorities rapidly; work under stressful conditions or situations
- Principals and practice time management

Minimum Qualifications

- High School Diploma or GED
- Five (5) years' experience cooking

Working Conditions:

Work is performed indoors in a temperature control environment with a moderate noise level, occasionally working under stressful conditions and for extended periods of time. Employee may be exposed to lifting, walking, climbing, carrying, stooping in various hazards such as heights, icy surfaces, cold , dust, etc. Employee is subject to hazards of operating kitchen equipment.

Employees are required to:

- Demonstrate regular and reliable attendance;
- Work well with others and participate fully in a team-oriented environment
- Interface with other employees and customers in a courteous and respectful manner;
- Project positive support of their department and all county organizations at all times; and,
- Maintain and enhance the county's commitment to customer service excellence.

Conditions of Employment:

Selected candidate must submit to and pass a County paid pre-employment drug and alcohol screening. Additionally, selected candidate must submit to and pass a county paid criminal background screening. Selected candidate must possess and maintain a valid New Mexico Class D Driver's License as incumbent shall be appointed to drive a County vehicle during the performance of his/her duties.

Please send an e-mail with your Letter of Interest, Resume and [Job Application](mailto:JobApplications@rio-arriba.org) to JobApplications@rio-arriba.org

*P.O. Box 127 * Tierra Amarilla, New Mexico 87575 * Phone (575) 588-7254 * Fax (575) 588-7810*
*Espanola Annex * 1122 Industrial Park Road * Espanola, New Mexico 87532 * Phone (505) 753-2992 * Fax (505) 753-9397*