

**Rio Arriba County
Summer Recreation/Lunch Program
Vacancy Notice
"Multiple Positions"**

Position: [SITE SUPERVISOR/SFSP](#)

Positions Available: 9

Department: Parks & Recreation Department

Rio Arriba County is seeking 9 individuals to be responsible for conducting nutrition education at least twice during the first month of operation. Be responsible in handing out lunches for 2 hours to children and follow federal guidelines. Ability to complete daily/weekly reports and submit on a weekly basis. Must have leadership skills; work well with children, and be able to supervise staff. Clean up of facility daily after youth are gone.

Position: [SITE AIDE/SFSP](#)

Positions Available: 9

Department: Parks & Recreation Department

Rio Arriba County is seeking 9 individuals to assist site supervisor with daily activities and helping out with supervision of children. Assist with passing out lunches and monitoring children. Clean up of site at end of the day. Follow verbal instruction and work well with children and the public.

Position: [CLERK/SFSP](#)

Positions Available: 2

Department: Parks & Recreation Department

Rio Arriba County is seeking 2 individuals to assist SFSP Coordinator with job tasks assigned with minimal supervision. Ability to type correspondence and reports as requested. Will answer telephones, take messages and will direct calls to proper staff. Responsible for filling, assisting with daily meal counts and other duties associated with SFSP. Will assist in preparation of meals for delivery to various meal sites. Ability to follow verbal instructions. Work well with children and the public.

Position: [VAN DRIVER/SFSP](#)

Positions Available: 5

Department: Parks & Recreation Department

Rio Arriba County is seeking 5 individuals to assist staff in preparing meals. Maintains a vehicle maintenance report and submits monthly to supervisor. Conducts a daily vehicle check. Insures that all proper documentation pertaining to the vehicle and driver is in vehicle at all times. Obeys all traffic laws and regulations pertaining to transportation vehicles. Performs other duties as assigned by Director/Supervisor/Designee.

Position: [HEAD COOK/SFSP](#)

Positions Available: 2

Department: Parks & Recreation Department

Rio Arriba County is seeking 2 individuals which will work as Head Cook in the preparation/packing of meals according to standardized recipes. Ensures that the kitchen is properly equipped and that the inventory of foods, kitchen supplies, and kitchen equipment is documented; informs supervisor and inventory clerk of supplies needed. Head cook will take a daily inventory of food. Will insure proper operation of equipment. Will maintain correct temperatures in ovens, refrigerators, and freezers for proper cooking and storage. Helps maintain a clean and sanitary kitchen and clean sanitary equipment. Will perform related work as required. Will work with kitchen Manager and Coordinator in preparing 2 week menu cycles.

Position: [COOK AIDE/SFSP](#)

Positions Available: 6

Department: Parks & Recreation Department

Rio Arriba County is seeking 6 individuals to work as Cook Aide in the preparation/packing of meals according to standardized recipes. Ensures that the kitchen is properly equipped and that inventory of foods, kitchen supplies, and kitchen equipment is documented. Informs supervisor and inventory clerk of supplies needed. Cook Aide will be responsible for helping Head Cook with daily inventory of foods. Assures proper operation of equipment; maintains correct temperatures in ovens, refrigerators, and freezers for proper cooking and storage. Helps maintain a clean and sanitary kitchen and clean sanitary equipment. Performs related work as required.

Opening Date: May 15, 2017

Closing Date: May 19, 2017

All applicants must:

**Perform all job tasks with minimal supervision

** Must possess a valid NM Driver's License

**Meet age requirement

**Work well with children, teens, and the general public

Interested applicants may submit an application at the Human Resources Department in Espanola or at the Tierra Amarilla Annex Human Resources Office.