



## Rio Arriba County

### Vacancy Notice

Human Resource Department

1122 Industrial Road Park

Espanola, New Mexico 87532

Tierra Amarilla, New Mexico

P.O. Box 127

Telephone: (575) 588-7254 Fax: (575) 588-9346

[www.rio-arriba.org](http://www.rio-arriba.org)

Position: **HEAD COOK** Positions Available: **2**

*Starting Pay - \$11.98 per hour (30 Hours per week)*

Department: **Senior Program - Coyote Senior Center**

Opening Date: **August 20, 2021** Closing Date: **September 3, 2021**

**By 5:00 p.m.**

#### Essential Job Duties:

- Supervises and participates in the preparation and cooking of meats vegetables, salads breads and other foods according to standardized recipes according to the 1/3 RDA requirements;
- Operates large and standard cooking equipment;
- Ensures proper maintenance of kitchen equipment;
- Ensures cleanliness of kitchen and equipment on a daily basis;
- Conducts food orders on a monthly basis according to menu;
- Conducts inventory on a regular basis, knowledge of perpetual inventory;
- Monitors and prepares appetizing meals for Senior Program participants in accordance with nutritional guidelines one month in advance;
- Conducts Kitchen Assessments monthly and assures follow up to meet all code compliance and program policy;
- Will report to the Espanola Coordinator;

### Skills & Qualifications:

- Three (3) years of supervisory experience;
- Five (5) years cooking experience;
- Experience in inventory control;
- Experience preparing food orders;
- A Valid New Mexico Driver's License is required;
- A High School Diploma or GED Certificate is required;
- Knowledge of Computer use preferred;
- Experience in shipping and receiving work is preferred;
- Experience in working with Senior Citizens and some knowledge of the aging process is preferred;
- Ability to perform basic mathematical computations;
- Ability to understand and communicate in English.

For more details on duties, responsibilities, and qualifications please contact Molly Otero, Administrative Assistant IV, Human Resource Department at 575 588-7254 x 4365 or send an e-mail to [motero@rio-arriba.org](mailto:motero@rio-arriba.org).

Selected applicants must complete and pass a pre-employment drug test and possess a valid New Mexico Driver's License.

**Work key Scores Preferred**

**Starting Pay:** As per 2021-2022 Rio Arriba County Salary Schedule

Interested Applicants may submit an application at the Human Resource Department in Espanola or to the Human Resource office in Tierra Amarilla.

*The County of Rio Arriba is an Equal Opportunity Employer. Selection for this position will be made solely on the basis of merit and qualifications without regard to race, national origin, political affiliation, religious faith or absence thereof, sex, age, disability, or any other non-merit factors.*