



Rio Arriba County **VACANCY NOTICE**

JOB TITLE:	Detention Cook C-4
Department:	Detention Center
Division:	Detention
Hourly:	\$16.06--\$21.06 Hourly/ \$33, 400- \$43, 800 Annually
Position Status:	Full-Time
FLSA Status:	Classified
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:

To ensure that account payable data is collected and processed in a confidential and timely manner. The Finance II position is also responsible for entering and cross checking all entries and vouchers; and to ensure the prompt and accurate processing of disbursements to vendors.

Essential Job Functions:

- Working from prepared menus; prepares a wide variety of soups, salads, main courses, deserts, beverages, etc. for breakfast, lunch, and dinner.
- Determines appropriate food portions for inmates and attempts to utilize food not consumed during previous meals;
- Maintains and controls inventory of food and supplies to Supervisor;
- Prepares and submits list of needed supplies to Supervisor;
- Maintains proper temperatures within refrigerated and freezer areas;
- Maintains proper cooking temperatures for meals;
- Operates variety of kitchen equipment;
- Notifies Supervisor of needed repairs to kitchen;

- Provides basic maintenance to all kitchen equipment and maintains equipment in clean and safe conditions in order to meet state inspection requirements;
- Maintains cleanliness of all kitchen surfaces in order to meet state inspection criteria;
- Supervises inmates (where applicable) assisting in kitchen;
- Ensures the proper use of all kitchen utensils and equipment;
- Performs and presents studies and informational presentations. May present to the County Commission and/or County management.
- Maintains confidentiality of all privileged information.
- Contributes to a team effort.
- Performs other duties as assigned or required.

Knowledge / Skills:

- Knowledge of arithmetic in order to properly prepare menus, take measurements, and operates kitchen equipment.
- Experience in inventory control is preferred.
- Ability to understand and communicate in English.
- Ability to understand and communicate in Spanish is preferred.
- Ability to work with the equipment, tools, and materials used in commercial kitchens.
- Ability to handle multiple tasks and meet deadlines.
- Excellent written and verbal communication skills
- Knowledge of methods used to tactfully deal with the public;
- Ability to handle confidential information;
- Ability to read, write, communicate orally, listen, follow, and give verbal and/or written directions in English;
- Principles and practices of effective time management
- Must be a self-motivated and goal oriented individual;
- Ability to make decisions using sound judgment and reasoning ability;
- Ability to multi-task and adjust priorities rapidly; work under stressful conditions, situations, and personalities;
- Ability to work either independently or collaboratively as needed
- Strong communication and organizational skills

Minimum Qualifications

High School Diploma or GED certificate;

Valid New Mexico Driver's License with an acceptable driving record;

Working Conditions:

All essential duties are performed indoors.

Employee is exposed to extreme temperature factors in work environment.

Employee is exposed to both extreme cold and extreme heat on several occasions throughout a work day.

Employee is exposed to continual noise factors associated with essential duties.

Employee is exposed to odors associated with cooking food.

Employee performs duties on an even surface, which may be tile or concrete. Work surface may be dry or wet.

Employee may be required to use a stepladder in performance of duties.

Employee utilizes various equipment and tools in the performance of essential duties.

Work aids include oven mitts, potholders, aprons and plastic gloves, etc.

Employee performs duties both alone and as part of a select team.

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