



Rio Arriba County **VACANCY NOTICE**

JOB TITLE:	ESPANOLA HEAD COOK
Department:	Senior
Division:	Senior Program
Hourly:	\$11.98
Position Status:	Full-Time (30 Hours per week)
FLSA Status:	Classified
Closing Date:	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 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 standardized recipes according to the 1/3 RDA requirements.
- Operates large and standard cooking equipment
- Ensure proper maintenance of kitchen equipment
- Reconcile transactions with statements.
- Ensure cleanliness of kitchen and equipment daily
- Conducts food orders on a monthly basis, Knowledge of perpetual inventory
- Monitors and prepare appetizing meals for Senior Program participants in accordance with nutritional guidelines one month in advance.
- Conduct Kitchen Assessments monthly and assure to follow and meet all code compliance and program policy.
- Reports to Espanola Coordinator

Knowledge / Skills:

- High attention to detail and organization
- Three (3) years of supervisory experience
- Five (5) years cooking experience
- Experience in inventory control
- Excellent written and verbal communication skills

- Experience preparing food orders
- Knowledge of Computer use preferred
- 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;
- Experience in shipping and receiving work orders is preferred.
- Strong communication and organizational skills

Minimum Qualifications

High School Diploma or GED certificate; possess a valid New Mexico Driver's License with an acceptable driving record.

Working Conditions:

Job duties are performed indoors.

Work is performed in a temperature controlled environment indoors.

Indoor duties are performed on an even surface which may be carpeted or tile.

Work hazards, or potential work hazards, include the climbing and descending of staircases.

Duties require only limited supervision and employee is required to exercise some initiative in completing assignments.

Employee may be exposed to lifting, walking, climbing, carrying, stooping and various hazards such as heights, icy surfaces, dust, etc.

Employee is subject to hazards of operating a kitchen equipment

Employee may be required to take some job related courses.

Employee must regularly lift and/or move up to thirty (30) pounds and occasionally lift and/or move up to forty (40) pounds

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.

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