Rio Arriba County

Job Description - Vacancy

COOK – SENIOR PROGRAMS

DEPARTMENT:	SENIOR PROGRAM
SUPERVISOR:	SENIOR CENTER COORDINATOR
PRIMARY LOCATION:	CHAMA
SALARY CLASSIFICATION:	NE2
SALARY:	$17.71 - $23.02 HOURLY
POSITION STATUS:	FULL TIME
FLSA CLASSIFICATION:	NON-EXEMPT
POSTING DATE:	SEPTEMBER 09, 2026

The following duties ARE NOT intended to serve as a comprehensive list of all duties performed by 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 andmay be required to perform additional, position-specific duties. This is not an all-inclusive list of all responsibilities, duties and skills required of personnel in this classification. Duties, responsibilities and activities may change at any time with or without notice.

POSITION SUMMARY

Under direct supervision from the Senior Center Coordinator, contributes to the efficient daily operation of the department by preparing, serving, and overseeing meal delivery in accordance with the established policies and procedures of Rio Arriba County. Maintains professionalism in all interactions with internal and external customers.

ESSENTIAL FUNCTIONS

- Prepares well-balanced, nutritious meals according to standardized recipes, established policies and procedures, and nutritional requirements.
- Supervises and participates in the preparation of meals.
- Prepares kitchen equipment and food items for daily operations.
- Bakes, roasts, broils, and steams food.
- Washes, cuts, chops, and prepares vegetables and fruits.
- Records and maintains temperature and quality controls in accordance with recommended practices.
- Cleans and sanitizes kitchen, cooking equipment, utensils, delivery bags, and eating areas.
- Stores food, supplies, and equipment in an appropriate and sanitary manner; labels, dates, and organizes food items.
- Inspects supplies, equipment, and dining areas to ensure operable conditions; performs routine maintenance as required.
- Updates and maintains inventory; reconciles transactions, invoices, and purchases.
- Prepares meals for delivery; delivers meals to homebound senior citizens; loads and unloads meals for clients.
- Operates delivery vehicle as necessary.
- Notifies supervisor of necessary repairs or replacements.
- Attends and participates in regularly scheduled staff meetings.

- Ensures work adheres to proper safety procedures.
- Complies with all property and department policies and procedures.
- Maintains strict confidentiality of all information processed through the department including records, reports, documents, conversations, etc.
- Contributes to a team effort to achieve goals and deliver successful outcomes.
- Executes other tasks and responsibilities as assigned.

MINIMUM QUALIFICATIONS

- High school diploma or equivalent.
- Two (2) years of experience in a kitchen, food preparation, or related environment.
- Must obtain and maintain Food Handler's, ServSafe, and Kitchen Manager certifications.
- A combination of relevant education and related work experience may be considered.
- Valid driver's license is required when operating a vehicle for work-related purposes; incumbent must possess and maintain a current drive course certificate from Rio Arriba County or must successfully complete and receive a defensive driving course certificate within 30 days of hire.
- Must successfully complete pre-employment requirements including a thorough background investigation, pre-employment drug screening, and MVD check.

KNOWLEDGE, SKILLS AND ABILITIES

KNOWLEDGE OF:

- Goals, objectives, functions, policies, and procedures of Rio Arriba County.
- Occupational hazards and applicable safety codes and procedures.
- Materials, methods, and equipment used in food preparation.
- Nutrition and meal preparation.
- Food handling and sanitation techniques.
- Inventory control.
- Basic arithmetic.
- File and records management.

SKILL IN:

- The safe use of cleaning equipment, materials, and substances.
- Analyzing problems, projecting consequences, identifying solutions, and implementing recommendations.
- Handling multiple tasks simultaneously.
- Addressing customer problems.
- Correct English usage, grammar, spelling, and punctuation.
- Providing exceptional customer service.

ABILITY TO:

- Operate commercial kitchen appliances and equipment.
- Perform essential duties and adapt to working conditions.
- Maintain strict confidentiality.
- Communicate effectively.
- Establish and maintain professional relationships with individuals of varying social and cultural backgrounds including the public and co-workers at all levels of the organization.
- Understand and follow verbal and written instructions.
- Analyze situations, adapt to varying circumstances, and adopt appropriate courses of action.

- Demonstrate professionalism.
- Handle multiple tasks and meet deadlines.
- Work independently with minimal supervision, as well as cooperatively in group/team settings.
- Comply with the safety guidelines of the County and follow the *Rio Arriba County Personnel Policy Handbook.*

PHYSICAL / EMOTIONAL DEMANDS, WORK ENVIRONMENT AND EQUIPMENT USAGE

WORK ENVIRONMENT:

Work is generally performed in a kitchen or cafeteria setting and occasionally outdoors where incumbent may be exposed to varying temperature, weather conditions, and work surfaces. Indoor work is typically completed on an even, dry, carpeted or tiled floor; stairs may be present. Frequent exposure to high risk/potentially dangerous situations; infectious disease; and dust, fumes, airborne particles and/or allergens. Occasional exposure to hazardous materials and excessive noise. Work frequently takes place near hazardous/moving equipment or machinery and requires the use of protective clothing, equipment, devices, and/or materials. Tight time constraints and multiple demands are common. Travel may be required for training, meetings, conferences, presentations, and other events.

PHYSICAL/MENTAL REQUIREMENTS:

While performing the duties of this job, the employee regularly is required to stand; walk; use hands to manipulate, touch, or grasp objects and materials; reach with hands and arms; climb or balance; communicate effectively; and lift/move up to 20 pounds. The employee occasionally is required to sit and lift/move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

EQUIPMENT, TOOLS, AND MATERIALS:

Tools used in performing the essential functions of the job: kitchen equipment and appliances, mixer, dishwasher, slicer, oven, stove, copier, vehicle, fax machine, telephone, computer, general office supplies and equipment, word processing software, presentation software, accounting software/HRIS, adding machine.

Please send an email with your Letter of Interest, Resume and Job Application to:

JobApplications@rio-arriba.org