



Rio Arriba County

JOB DESCRIPTION VACANCY

Casual/Unclassified-Substitute

DEPARTMENT:	SENIORS
PRIMARY LOCATION:	ESPANOLA
WORK LOCATION:	ALL SENIOR CENTERS
SALARY CLASSIFICATION:	CASUAL/UNCLASSIFIED
SALARY:	\$18.00 HOURLY / \$28,080.00 ANNUALLY
POSITION STATUS:	TEMP
FLSA CLASSIFICATION:	NON-EXEMPT
CLOSING DATE:	OPEN UNTIL FILLED
POSTING DATE:	OCTOBER 7, 2025

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 and may 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.

Primary Summary:

Under the general supervision of the Senior Director, Senior Center Site Coordinator/Manager, or designee, the substitute employee may be assigned to perform a variety of essential duties and responsibilities, including providing transportation and meal delivery services for seniors, as well as preparing and serving nutritious meals that meet daily nutritional guidelines in accordance with RDI requirements. This position is not assigned to a single senior center. Substitute employees may be placed at any Rio Arriba County Senior Center, including Chimayo, El Rito, Coyote, Dixon, Española, Tierra Amarilla, or Chama, depending on the day's program needs.

Duties and Responsibilities:

- Operates large and standard cooking equipment and assists in the preparation and serving of meals when filling in for kitchen staff.
- Ensures the cleanliness, proper maintenance, and safe operation of kitchen equipment and facilities.
- Provides transportation services for seniors, including trips to senior centers, shopping, pharmacies, medical appointments, and recreational activities, as needed.
- Assists in the recruitment and coordination of volunteers when directed.
- Prepares or assists with accurate monthly, quarterly, and annual reports for the administration of services provided to eligible seniors in the community.
- Completes required paperwork for assigned center(s) and helps ensure accuracy and compliance with reporting deadlines.
- Provides administrative support and assists with office duties as assigned by the supervisor.
- Maintains confidentiality of all privileged information.
- Performs other duties as assigned to support program operations.



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Minimum Qualifications:

- High school diploma or GED
- Shall maintain a valid New Mexico driver's license while employed with RAC
- Must complete a background investigation
- Must not be convicted of a felony
- Must successfully pass a drug screening
- Ability to safely operate a passenger van and assist older adults entering/exiting the vehicle.
- Basic knowledge of food safety and sanitation practices.

Recommended Qualifications:

- Previous experience working with seniors in a community, social service, or healthcare setting.
- Experience in food preparation, commercial kitchen operations, or meal service.
- Experience in office or administrative work, including recordkeeping and reporting.
- CPR and First Aid certification.
- Bilingual skills (depending on community needs).

Preferred Qualifications:

- Experience in a fast-paced, large-scale commercial kitchen and/or cooking environment

Knowledge, Skills and Abilities:

- Ability to multitask in a fast-paced environment
- Knowledge of food values and kitchen management
- Knowledge of the use of large equipment for the preparation of food
- Ability to complete inventory and order food
- Ability to work independently with minimal supervision
- Demonstrated compassion and ability to work respectfully with seniors
- Ability to work effectively with others
- Ability to work independently, exercising sound judgment and professionalism
- Ability to maintain confidentiality
- Ability to handle multiple tasks and meet deadlines
- Strong verbal and written communication skills

Physical Demands:

While performing the duties of this job, the employee routinely sits, stands, walks, talks and listens. The employee regularly uses manual dexterity and visual acuity to complete tasks. The employee may occasionally lift and/or move up to forty (40) pounds. If an item is above forty (40) pounds in weight, then two or more County staff members will team up to lift the object.



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Work Environment/Conditions:

Work is performed in a commercial kitchen/cooking environment with a moderate noise level, and occasionally working under stressful conditions, possibly for extended periods of time. Work is performed in facilities within Rio Arriba County. This position is routinely exposed to Visual/Video Display Terminal (VDT) and extensive personal computer and phone usage. Evening, holiday, and weekend work outside of normal business hours "may" be required as well as travel and attendance at meetings.

County position requires the following professional skills and abilities as key and necessary elements of performance. Employees are required to:

- Demonstrate regular and reliable attendance
- Work well with others and participate fully in a team-oriented environment
- Interface with other employees and customers in a courteous and respectful manner
- Project positive support of their department and all county organizations at all times
- Maintain and enhance the county's commitment to customer service excellence

Working Conditions for individual positions in this classification will vary based on each department's utilization, essential functions, and the recruitment needs at the time a vacancy is posted. All requirements are subject to possible modification to reasonably accommodate individuals with disabilities.

Conditions of Employment:

Successful completion of a thorough background investigation. Must pass a pre-employment drug screening and MVD check. Employees must comply with the safety guidelines of the county and follow the HIPAA Guidelines Manual - Policies and Procedures. Must possess and maintain a current driving course certificate from Rio Arriba County or must pass and receive a defensive driving course certificate within (30) days of the date of hire as a condition of continued employment.

**Please send an email with your Letter of Interest,
Resume and Job Application to:
JobApplications@rio-arriba.org**

*P.O. Box 127 * Tierra Amarilla, New Mexico 87575 * Phone (575) 588-7254 * Fax (575) 588-7810*

*Espanola Annex * 1122 Industrial Park Road * Espanola, New Mexico 87532 * Phone (505) 753-2992 * Fax (505) 753-9397*
