



# Rio Arriba County

## **JOB DESCRIPTION VACANCY**

### **HEAD COOK - CHIMAYO**

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<b>DEPARTMENT:</b>	SENIOR'S
<b>PRIMARY LOCATION:</b>	CHIMAYO
<b>SALARY CLASSIFICATION:</b>	PER-SCHEDULE
<b>SALARY:</b>	\$17.33 TO \$22.27 HOURLY / \$27,035 TO \$34,741 ANNUAL
<b>POSITION STATUS:</b>	PART TIME
<b>FLSA CLASSIFICATION:</b>	NON-EXEMPT
<b>CLOSING DATE:</b>	OPEN UNTIL FILLED
<b>POSTING DATE:</b>	MAY 07, 2024

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*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 general supervision of the Senior Center Site Coordinator/Manager or designee, the Head Cook provides nutritious and appetizing meals for seniors ensuring that all meals served meet the nutritional guidelines daily according to the RDI requirements. Employee will perform essential duties and responsibilities.

#### **Duties and Responsibilities:**

- Supervises and participates in the preparation and cooking of meals according to standardized recipes according to the 1/3 RDI requirements
- Operates large and standard cooking equipment
- Ensures proper maintenance of kitchen equipment
- Reconcile transactions, invoices and purchases with statements
- Ensures cleanliness of kitchen and equipment daily
- Conducts food orders on a monthly basis, knowledge of perpetual inventory
- Monitors and prepares appetizing meals for the Senior Program participants in accordance with nutritional guidelines
- Conducts kitchen assessments monthly and assure to follow and meet all code compliance and program policies
- Reports to the Site Coordinator and Manager
- Maintains confidentiality of all privileged information
- Contributes to a team effort
- Performs other duties as assigned or required

#### **Minimum Qualifications:**

- High school diploma or GED



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- Shall maintain a valid New Mexico driver's license while employed with RAC
- Must successfully complete a background investigation
- Must not be convicted of a felony
- Must successfully pass a drug screening

#### **Recommended Qualifications:**

- Previous cooking experience in a small or large scale kitchen environment
- Shall maintain a valid New Mexico driver's license
- Experience in a fast paced, large scale commercial kitchen and/or cooking environment

#### **Knowledge, Skills and Abilities:**

- Ability to multi-task in a fast paced environment
- Knowledge of food values and kitchen management
- Knowledge of use of large equipment for use in preparation of foods
- Ability to complete inventory and order food
- Ability to work with minimal general supervision
- Compassion and ability to work with the elderly
- Ability to get along with others
- Ability to act in an independent and conscientious manner using sound judgment
- Ability to maintain confidentiality
- Ability to handle multiple tasks and meet deadlines
- Ability to communicate effectively, both orally and in writing

#### **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.

#### **Work Environment/Conditions:**



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Work is performed in a commercial kitchen/cooking environment with a moderate noise level, and occasionally working under stressful conditions, possibly and 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.

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**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
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Working Conditions for individual positions in this classification will vary based on each departments' 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 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 HIPPA 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 e-mail with your Letter of Interest,  
Resume and Job Application to:**

**[JobApplications@rio-arriba.org](mailto:JobApplications@rio-arriba.org)**

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

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