



Human Resources Department Pueblo of Santo Domingo

JOB ANNOUNCEMENT

POSITION TITLE: Senior Center Cook

SALARY RANGE: 10.00/HR.

DEPARTMENT: Senior Center

POSITION STATUS: Full-time

PERIOD TO APPLY: For best consideration, apply by
02/01/19

FLSA STATUS: Non-Exempt

SUPERVISOR: Senior Center Coordinator

JOB POSTING ID: SR-0002

Santo Domingo Tribe exercises Indian Preference in employment opportunities but otherwise supports non-discrimination on the basis of age, sex, religion, disability, color, race, or national origin, except where required by bona fide business necessity.

BASIC PURPOSE:

Incumbent is responsible for the overall preparation of a wide variety of foods such as vegetables, fruits, meats, soups, salads, and cereals by means of approved recipes using a full range of cooking methods according to specified food handling procedures and to Federal Performance Standards and ENIPC Policies, Procedures and/or Guidelines.

ESSENTIAL FUNCTIONS:

- Preparation and serving of meals, including meals for seniors with special dietary needs as prescribed by health care provider.
- Season and prepare a wide variety of foods such as vegetables, fruits, meats, soups, salads, and cereals in accordance with prescribed recipes.
- Slice, grind, and cook meats and vegetables using a full range of cooking methods; Test foods being cooked for quality.
- Prepare daily, monthly and annual meal reports and prepare cycle menus with staff input.
- Assist staff in coordinating the development and implementation of an educational curriculum and lessons plans, incorporating: cultural values, and native foods.
- Provide input in the development of Individual education plans for each Senior pertaining to proper eating habits and etiquette.
- Develop education plans to address the need for nutritious meals in the developmental stages of the pueblo member.
- Operate food preparation equipment and machinery.
- Follow all proper cleaning and sanitation requirements.
- Maintain professional hygiene and appearance.
- Must perform all work functions in accordance with the Santo Domingo Tribe Policies and Procedures.
- Must be willing to attend training.
- Other duties as assigned.

REQUIRED COMPETENCIES

- **Integrity / Honesty**
All Santo Domingo Tribe employees must operate in an ethical manner by following all policies and procedures relating to food handling, sanitation, inventory control, and proper behavior between staff, and pueblo members. Incumbent must conduct oneself above the appearance of doing something wrong.
- **Teamwork**
Work effectively with division members and members of other divisions to resolve common issues or problems as well as listening and seeking others' perspective on how to complete assignments. Keeps others informed and up-to-date about tasks, progress, or projects.
- **Learning**
Incumbents in this position must have a desire and invest effort to acquire new knowledge and skills for work.
- **Effort and Initiative**
Incumbent in this position must have the ability to work and take action without specific direction and without being monitored.

- **Food Preparation**

Incumbent in this position must have advanced knowledge of food proper preparation and presentation methods, techniques, and quality standards.

MINIMUM QUALIFICATIONS:

- Culinary arts degree preferred; **OR** 4 year's menu and food preparation experience in a high-volume restaurant, or senior setting; or an equivalent combination of education and experience.
- Work is performed in the kitchen area with exposure to heat, fumes and steam. Lifting large hot and cold trays required with lifting up to 25 pounds. Prolonged standing and walking is required.
- Valid New Mexico driver's license with ability to meet Santo Domingo Tribe liability insurance requirements and maintain eligibility for insurance.
- Maintain current Food Handlers Certification

HOW TO APPLY:

Please submit complete application:

- By email: SDTHumanResources@kewa-nsn.us
 - Subject line: **Senior Center Cook – [Your Name]**
- By mail: Santo Domingo Tribe Human Resources, PO Box 127, Santo Domingo NM 87052
- By fax: (505) 465-2043 attn: Human Resources
- In person: Human Resources Department, 10 Tesuque St, Santo Domingo NM 87052

Incomplete application packets may delay or exclude consideration of your application. A complete application packet includes the following:

- Santo Domingo Tribe Employment Application (**available at santodomingotribe.org/careers**)
- Cover Letter
- Resume