



Human Resources Department Pueblo of Santo Domingo

JOB ANNOUNCEMENT

POSITION TITLE: Cook

SALARY RANGE: \$10-12/hr., DOE

DEPARTMENT: Early Childhood Learning Center

POSITION STATUS: FT Non-Exempt

SUPERVISOR: Genevieve Jaramillo-Padilla

JOB POSTING ID: ECLC-190711.2

PERIOD TO APPLY: Open until filled

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:

The Cook is responsible for the food service part of the SD ECLC program. The incumbent works with the NMCACFP (New Mexico Child and Adult Care Food Program). The cook prepares nutritious meals for children and adults in the Head Start/Early Head Start program ensuring that all meals conform to the guidelines as set by Office of Head Start and CACFP. The Cook is responsible in developing menus and accurate daily menu record keeping avoiding under/over preparing and avoiding monotonous diet for individuals. Healthy meals are provided to individuals, avoiding sugars, salts and oils. Incumbent supervises volunteers who are Food Handlers Certified and help in kitchen duties.

ESSENTIAL FUNCTIONS:

- Works collaboratively with team members in food service preparation.
- Prepare hot meals (breakfast and lunch) for children and staff.
- Follow the CACFP menu plan as approved by the Nutritionist or Dietician on a daily basis.
- Use the Menu Record Book to prepare all meals, food ordering and update the record book on a daily basis.
- Ensure that portions served to children and adults meet the minimum or slightly exceed the recommended daily allowances by CACFP and head Start Nutrition guidelines.
- Work with the Nutritionist and Health Manager to renew the CACFP application annually.
- Order food supplies in a timely manner to ensure that all planned foods are served together and to avoid substitutions.
- Provide food that allows for tasting experiences, exploring and discovery with the nutrition program.
- Work with the teachers to assure that food is ready and prepared for field trips.
- Ensure lunch counts for breakfast and lunches are submitted timely.
- Prepare all meals on time and are served on time.
- Clean the food service area daily, including washing, mopping, and sterilizing.
- Follow and comply with Environmental Health and Safety standards at all times.
- Submit monthly requisitions for purchase orders (or as needed), food purchases with an inventory control sheet and reports to the Health Coordinator/Director.
- Attend workshops and trainings as deemed necessary.
- Practice open communications with all colleagues.
- Complete and submit on a timely manner the monthly USDA reimbursement claim.
- Monitor food order and supplies on a bi-weekly basis to ensure availability of adequate food and supplies.
- Generate a monthly menu and distribute to all families, classrooms and offices.
- Work with the Nutritionist/Dietician, staff and parents to develop sound nutritious menus for the school year.
- Ensure that all food service personnel are involved in monthly classroom nutrition planning activities and introduce new foods or old foods prepared new ways and those activities are culturally reflective.
- Submit expense vouchers to Health Coordinator to ensure timely payments are made to vendors.
- Attend all staff training including in-service and pre-service that benefit the overall Mission and Vision of the school.
- Perform all other duties as assigned.

REQUIRED COMPETENCIES

- **Integrity / Honesty:** All Santo Domingo Pueblo employees must operate in an ethical manner by following all Santo Domingo Pueblo policies and procedures relating to cash transactions, confidentiality, handling, tracking of budgets, and proper behavior between staff and customers. Incumbent must conduct oneself above the appearance of doing something wrong.
- **Teamwork:** All Santo Domingo Pueblo employees must be competent in working 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.
- **Goal and Task Management:** Incumbent in this job needs to be able to plan, prioritize, set goals, establish standards, coordinate tasks, show concern for deadlines, and track progress with respect to personal performance.
- **Decisiveness:** Incumbent in this position must be able to successfully determine and initiate a course of action. Incumbent must require the consideration of multiple options, information sources, and development of contingency plans.
- **Vision:** Incumbent in this position must have the ability to gain an understanding of where an organization is headed in light of internal and external trends and influences.
- **Interpersonal Skills (Working with Others):** Incumbent in this position must be able to communicate one's feelings, preferences, needs, and opinions in a way that is neither threatening nor punishing to another person, while at the same time recognizing effort of others and praising that effort.
- **Effort and Initiative:** Incumbent in this position must have the ability to work and take action without specific direction and without being monitored.
- **Teaching Others:** Incumbents in this position must be able to take responsibility for the development of individuals and groups through appropriate teaching, guidance and coaching techniques.

MINIMUM QUALIFICATIONS:

- Associate of Arts (AA) Degree and/or high school diploma with three (3) years of work experience in food service or Culinary Art.
- Individual must have good written and oral communication skills and prepare food at mass production.
- Must have a physical examination prior to start of work.
- Must have valid First Aide/CPR and food handler's certifications.
- Fluent in the Keres language preferred.
- Must pass a background check.
- Valid New Mexico driver's license with ability to meet Santo Domingo Pueblo liability insurance requirements and maintain eligibility for insurance.

PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT:

Ability lift up to 50 pounds, and assist in the classroom(s) up to an 8 hour day with infant, toddlers, preschoolers and get on the child's level in order to maintain adult and child interactions and address child(ren)'s physical needs, bathroom needs and positioning children with special needs under the direction of ancillary staff and/or teaching staff, and Education Coordinator. (Specifically Field Trips and Outings.)

HOW TO APPLY:

Please submit complete application:

- By email: SDTHumanResources@kewa-nsn.us
 - Subject line: **Head Start 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**)
- Copy of diploma(s) and required certifications (First Aid, CPR, Food Handler's)