City of Las Vegas
Career Opportunity

Applications are being accepted for a full time **Cook** for the City of Las Vegas Senior Center.

Entry Level: Per Pay Plan – $8.08

Nature of Job: Provides nutritious meals to the participants of the assigned Senior Center. Maintains kitchen in accordance with all local, state, and federal laws pertaining to food preparation. Responsible for development, ordering, preparing and presentation of food for service to patrons in a timely manner at the assigned Senior Center. Oversees storage of food supplies. Maintains orders based on upcoming meals and ensure an efficient and easy access to supplies. Responsible for maintaining any/all checklists and logs associated with the position. Responsible for maintaining a clean kitchen, including utensils and equipment used throughout the day. Ensures that all equipment are stored in proper locations, in proper containers according to State code. Monitors and assists in kitchen operations to ensure that all local, state, and federal sanitation and safety requirements are fulfilled. The cook ensures a safe and efficient working environment is maintained. Follows federal guidelines of minimum and maximum food requirements to avoid cross contamination and food borne illnesses. Follow non-metro AAA, City, State & Federal policies and procedures. Attends training and implements any necessary changes with approval from Senior Citizen Manager. Maintains and implements hygiene practices for the kitchen area, to include but not limited to proper personnel equipment (PPE). Responsible for completing any paperwork and/or forms (i.e. daily meals variance, daily usage forms for food, supplies and chemical items, temperature logs for the storage areas).
(A detailed job description is available at the Human Resource Office.)

Qualifications: Associate of Applied Science Certification in Culinary Arts preferred, or two or more year's related experience and/or training; or equivalent combination of education and experience in food service. Must possess a valid New Mexico Class D Operator's license and also must be insurable by the City's insurance carrier. Comprehensive knowledge of food preparation for large groups of people. Knowledge of New Mexico Environmental Improvement Division (NMEID) food service regulations pertaining to health and safety procedures. Knowledge of proper cleanup procedures in response to bio-hazardous materials in conjunction with blood borne pathogens. Knowledge of nutrition as it applies to the nutritional needs of senior citizens

Posted: General Public: September 24, 2015 thru October 1, 2015

General Public: Defined as any person interested in the position who meets the qualifications as well as any City employee who did not meet the in-house deadline. An application with all necessary documentation including any pre-employment test must be completed and returned to the Human Resource Division.

Reviewed and approved for publishing by:

Elmer J. Martinez, City Manager

Human Resource Manager