City of Las Vegas
Career Opportunity

Applications are being accepted for a full-time **Site Manager/Cook** for the Las Vegas Senior Center.

Entry Level: $9.37

Nature of Job: This position oversees the daily operation of the assigned Senior Citizen Center to include but limited to daily meals, maintain compliance with the Meals on Wheels program, participant assessments, and activities. This position will also provide 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 the operation of the assigned Senior Citizen Center. Assists the Assessment Coordinator in maintaining files on participants, to include updating of files. Identify and evaluate senior citizens who attend the Senior Centers (Las Vegas, San Miguel, and Pecos) for the noon meal per AAA policy. Responsible for employee schedules, timesheets, and leave requests. Provides exemplary customer service to Senior Center participants, employees, management, and the general public. Tracks and creates reports on Senior Center Participants. Ensures policies, procedures, rules and regulations are enforced Assists in advertising activities and services to promote Senior Citizen services and generate community support. Assists in developing budgets for programs, and operations of facility. Interprets data and creates reports as needed. Coordinates the planning, organizing and administering of a diversified city program of the Senior Citizen Centers.
(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 years related experience and/or training; or equivalent combination of education and experience in food service.

Deadline: UNTIL FILLED. Applications are available at the Human Resource Division, 1700 North Grand Ave., Las Vegas, NM or www.las-vegas.nm.us. Please return completed application along with any necessary paperwork to the Human Resource Division.

Posted: General Public: October 9, 2014 thru until filled

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, Acting City Manager

Human Resource Manager