



## **JOB ANNOUNCEMENT**

### ***General Public Vacancy***

**OPEN DATE: November 28, 2023**

**CLOSE DATE: Until Filled**

**JOB TITLE:** Site Manager (Pecos/SM)

**PAY RATE:** \$15.00/hour (based on experience)

**DEPARTMENT:** Community Services

**DIVISION:** Senior Center

**SUMMARY:** 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.

#### **DUTIES AND RESPONSIBILITIES**

- Oversees the operation of the assigned Senior Citizen Centers (s), maintain compliance with the Meals on Wheels program, participant assessments and activities.
- Oversees 10 or more employees and coordinates for service routes when necessary.
- 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.
- Oversees employee schedules, timesheets, and leave requests.
- Provides exemplary customer service to Senior Center participants, employees, management, and the general public.
- Ensures policies, procedures, rules, and regulations are enforced.
- Assists in advertising activities and services to promote Senior Citizen services and general community support.
- Assists in developing budgets for programs, and operations of facility.
- Interprets data and creates reports as needed.
- Assists in coordinating the planning, organizing, and administering of a diversified city program of the Senior Citizen Centers.
- Assists in the creation and implementation of recreational programs, and events.
- Oversees the 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.
- Oversees the maintaining of any/all checklists and logs associated with the position.
- Assures that all staff is maintaining a clean kitchen, including utensils and equipment used throughout the day. Ensures that all equipment is 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 Site Manager ensures a safe and efficient working environment is maintained.
- Assures that all Staff follows the federal guidelines of minimum and maximum food requirements to avoid cross contamination and food borne illnesses.
- Follows all non-metro AAA, City, State & Federal policies and procedures.

- Attends training and implements any necessary changes with approval from Community Services 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 chemicals items, temperature logs for the storage areas).
- Using excellent customer service skills establishes and maintains effective working relationships with other employees, officials, and all members of the general public.
- Responsible for training and supervising food service personnel.
- Oversees all food preparation, service of the meals, and clean-up of the dining room and kitchen.
- Oversees the preparation of the Congregate Meal and Meals on Wheels programs.
- Maintains daily, weekly, and monthly reports as required.
- Works with Management for menu development and ordering supplies.
- Maintains and manages food inventory.
- Oversees incoming shipments; assures all inventory is tracked using FIFO inventory system.
- Works a varied schedule which may include weekends and evenings, depending on the events planned for the senior center.
- Attendance at work is an essential function of this position.
- Performs related work as required.

#### **MINIMUM JOB REQUIREMENTS**

- High School Diploma or GED.
- Two years' experience related to the duties and responsibilities and/or training; or equivalent combination of educations and experience in food service.

#### **PREFERRED JOB REQUIREMENTS**

- Associate of Applied Science Certification in Culinary Arts.
- Bilingual in English and Spanish.
- ServSafe Certification.
- Certified in CPR and First Aid.

#### **EMPLOYMENT REQUIREMENTS**

- Must possess and maintain a valid New Mexico Class Driver's License.

#### **CERTIFICATIONS-** The City will provide for the following certifications if not held:

- CPR and First Aid
- ServSafe Certification

#### **KNOWLEDGE, SKILLS AND ABILITIES**

- 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.
- Knowledge of appropriate cleaning methods for commercial kitchens and materials.
- Ability to follow proper safety and health measures.
- Ability to drive vans for pick-ups of senior citizens and supplies.
- Ability to keep accurate records and compile information into report form.
- Must have a friendly disposition and caring attitude toward senior citizens.
- Ability to work as part of a team and provide direction and instruction to staff.

- Ability to establish and maintain working relationships with co-workers, supervisors, other City personnel and the public.
- Ability to operate commercial kitchen tools and equipment.
- Ability to work under stress and handle stressful situations.
- Ability to meet deadlines.
- Ability to follow directions and work as a team.
- Ability to effectively communicate verbally and in writing.

#### **WORK ENVIRONMENT AND PHYSICAL DEMANDS**

- Work is performed in a commercial kitchen setting.
- Work Schedule – 6:00am – 2:30pm. Work schedule may fluctuate depending on needs of the site.
- Must occasionally lift and/or move up to 50 pounds.
- Must meet a number of deadlines.
- Occasionally required to assist employees to cover a home delivery route when needed.

**NOTE:** This position is subject to drug testing both pre-employment and random as set forth in the City of Las Vegas Drug Policy.

**APPLICATION PROCEDURE** – Interested applicants must submit a City of Las Vegas Employment Application.

The employment application is available at:

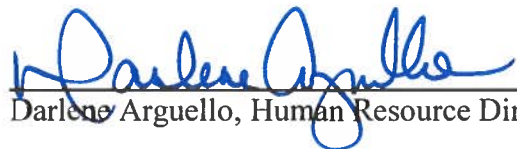
<https://www.lasvegasnm.gov/general-7-1>

Application Materials can be sent to: Human Resources Department  
1700 N Grand Avenue  
Las Vegas, NM 87701

OR send via email to: [mgarcia@lasvegasnm.gov](mailto:mgarcia@lasvegasnm.gov)

**Reviewed and approved for publishing by:**

  
Leo Maestas, City Manager

  
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