



JOB ANNOUNCEMENT
General Public Vacancy

OPEN DATE: July 31, 2024

CLOSE DATE: Until Filled

JOB TITLE: Driver/Cook (Las Vegas)

PAY RATE: \$15.00/hour

DEPARTMENT: Community Services

DIVISION: Senior Center

JOB SUMMARY:

Provides nutritious meals to the participants of the assigned Senior Center. Responsible for the delivery of meals to qualified homebound senior citizens. Maintains the area of cooking and packaging, maintains kitchen in accordance with all Local, State and Federal laws pertaining to food preparation.

DUTIES AND RESPONSIBILITIES:

- 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, rosters and logs associated with the position.
- Responsible for maintaining a clean kitchen, including utensils and equipment used. 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 cook ensures a safe and efficient working environment is maintained.
- Maintains and implements hygiene practices for the kitchen area, to include but not limited to proper personnel equipment (PPE).
- Responsible for training and supervising food service personnel.
- Be familiar with areas where residents served (Pecos, San Miguel, Las Vegas).
- Must meet all licensing and regulatory requirements of the State of New Mexico and the City of Las Vegas related to the operation of a public passenger vehicle.
- Able to work as part of a small team requiring close cooperation with the Manager and other Senior Center staff.
- Maintains food inventory and receiving incoming shipments.
- Works a varied schedule which may include weekends and evenings, depending on the events planned for the Senior Citizens.
- Follows Federal guidelines of minimum and maximum food requirements, temperatures to avoid cross contamination and food borne illnesses.
- Attendance at work is an essential function of this position.
- Using excellent customer service skills, establishes and maintains effective working relationships with other employees, officials and all members of the general public.
- Responsible for the preparation of the Congregate Meal and the Meals on Wheels program.
- Attends training necessary to perform job duties.

- Performs other duties as required.

PREFERRED REQUIREMENTS:

- Associate of Applied Science Certification in Culinary Arts or two (2) or more years of related experience and/or training; or equivalent combination of education and experience.

EMPLOYMENT REQUIREMENTS:

- High school diploma or general education degree (GED).
- Must possess and maintain an insurable New Mexico Class D Driver's License.
- Must obtain CPR/First Aid Certification offered by the City of Las Vegas.

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 flood 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.
- Knowledge of operating radio communication equipment in accordance with FCC Rules and Regulations.
- Considerable knowledge of State and Local Traffic laws, signs and signals.
- Knowledge of emergency procedures for transit systems vehicles.
- 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.
- Skills relating to general public in a safe and courteous manner.
- Ability to handle difficult interpersonal situations.
- Ability to perform routine vehicle maintenance skills and keep assigned vehicles cleaned and washed.
- Ability to understand and at all times follow safe operating standards when operating the vehicle.
- Ability to understand transportation schedules and daily operations.
- Ability to operate transit vehicles safely and efficiently.
- Ability to follow directions and work together as a team player.
- Ability to effectively communicate verbally and in writing.

WORK ENVIRONMENT:

The work environment is a commercial kitchen setting. Works a varied schedule which may include weekends and evenings, depending on the events planned for the Senior Citizens.

PHYSICAL DEMANDS:

While performing the duties driving, the employee is regularly required to sit for extended periods of time while driving. May be required to work in inclement weather conditions. Assists passengers on and off the vehicle when necessary. Work is performed primarily as a driver, work will also be performed outside vehicle during routine maintenance checks, washing vehicles, and at times in a normal office setting. Moderate to loud and possibility of physical risk.

Walk 25%, climb steps 5%, kneel 5% stand 75%, sit 25%. Lift and/or move up to 25 pounds and occasionally lift and/or move up to 50 pounds.

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>

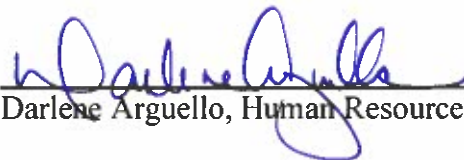
Application Materials can be sent to: Human Resources Department
1700 N Grand Avenue
Las Vegas, NM 87701

OR send via email to: consuelo@lasvegasnm.gov

Reviewed and approved for publishing by:



Timothy Montgomery, City Manager



Darlene Arguello, Human Resource Director