JOB ANNOUNCEMENT

General Public Vacancy

OPEN DATE: March 31, 2023
CLOSE DATE: Until Filled

JOB TITLE: Cook (San Miguel Site)

PAY RATE: $13.00/hour

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

- Provide direction to kitchen staff.
- 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 is stored in proper locations and 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).
- 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.
- Responsible for food preparation, service of the meals, and clean-up of the dining room and kitchen.
- Responsible for the preparation of the Congregate Meal and Meals on Wheels programs.
- Cleans and maintains the kitchen.
- Maintains daily, weekly, and monthly reports as required.
- Responsible for menu development and ordering supplies.
- Maintains and manages food inventory.
- Receives incoming shipments; assists in unloading trucks and ensures inventory is managed using the FIFO method.

- 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.

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 D Operator'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 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 – 5:00 am – 1:00 pm. May work a varied schedule depending on needs of the site.
- Must occasionally lift and/or move up to 50 pounds.
- Must meet a number of deadlines.

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

Reviewed and approved for publishing by:

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Darlene Arguello, Human Resource Director