



JOB ANNOUNCEMENT
General Public Vacancy
OPEN DATE: December 13, 2024
CLOSE DATE: Until Filled

JOB TITLE: Site Supervisor (San Miguel & Pecos)

PAY RATE: \$18.00/hr.+ (based on experience)

DEPARTMENT: Community Services

DIVISION: Senior Center

SUMMARY: Performs under the general direction of the Senior Center Manager, Department Director or designee. Supervises the San Miguel & Pecos food service personnel. Responsible for nutritious meals and activities for the participants of the assigned Senior Center. Maintains kitchen and site in accordance with all local, state, and federal laws pertaining to food preparation.

DUTIES AND RESPONSIBILITIES:

- Responsible for the operation of the assigned Senior Citizen Centers (s), maintaining compliance with the Meals on Wheels program, participant assessments and activities.
- Responsible for food service personnel and organizing service routes as needed.
- Assists with assessments including conducting and maintaining files on participants, to include updating of files.
- Identify and evaluate (assess) senior citizens who attend the Senior Centers and home delivery clients (San Miguel and Pecos) for the daily meal per AAA policy.
- Responsible for employees' duties, schedules, timesheets, and leave requests.
- Responsible for exemplary customer service to Senior Center participants, employees, management, and the general public.
- Responsible for ensuring that policies, procedures, rules, and regulations are enforced.
- Responsible for all advertising of all activities and services to promote Senior Citizen services and general community support.
- Will participate in developing budgets for programs, and operations of facility.
- Interprets data and creates reports as required.
- Responsible for coordinating the planning, organizing, and administering of a diversified city program of the Senior Citizen Centers.
- Responsible for the creation and implementation of recreational programs, and events.
- Responsible for the development, ordering, preparing and presentation of food for service to patrons in a timely manner at the assigned Senior Center.
- Responsible for the storage of food supplies. Maintains orders based on upcoming meals and ensure an efficient and easy access to supplies.
- Responsible for the maintaining of any/all checklists and logs associated with the position, per policy.
- Responsible for all staff to maintain a clean kitchen, including utensils and equipment used throughout the day. Responsible for ensuring all equipment is stored in proper locations, in proper containers according to State code.

- Responsible for kitchen operations to ensure that all local, state, and federal sanitation and safety requirements are fulfilled. The Site Supervisor is responsible for a safe and efficient working environment is maintained.
- Responsible for ensuring 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 Senior Center Manager and/or Community Services Director.
- 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 and perpetual inventory). Maintains daily, weekly and monthly reports as required. Oversees incoming shipments; assures all inventory is traced using FIFO inventory system. Maintains and manages food inventory.
- Responsible for using excellent customer service skills establishes and maintains effective working relationships with other employees, food service personnel, administrative staff, officials, and all members of the general public.
- Responsible for training and supervising food service personnel.
- Responsible for all food preparation and delivery (fleet and personnel), service of the meals, and clean-up of the dining room, kitchen and facility.
- Responsible for the preparation of the Congregate Meal and Meals on Wheels programs.
- Responsible for menu development and ordering supplies.
- 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.
- Additional duties as assigned.

MINIMUM JOB REQUIREMENTS:

- High School Diploma or GED.
- Two years' experience related to the duties and responsibilities and/or training; or equivalent combination of education and experience in food service.
- Computer knowledge, i.e. Google Suite, Microsoft Suite, Non-Metro AAA Software sites.

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.
- Must obtain and maintain CPR and First Aid Certifications within six (6) months of hire date.
- Required to attend a Defensive Driving course during orientation/first day of employment.

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 – 7:30am – 3:30pm. 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.
- Required to cover all duties as needed, including, home delivery route and cooking, as 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>

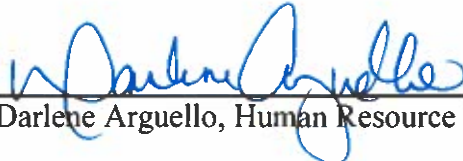
Application Materials can be sent to: Human Resources Department
1700 N Grand Avenue
Las Vegas, NM 87701

OR send via email to: consuelo@lasvegasnm.gov

Reviewed and approved for publishing by:



Timothy Montgomery, City Manager



Darlene Arguello, Human Resource Director