



Human Resources

949 West Alameda Street, Santa Fe, NM 87501
Phone: 505-992-9880 Fax: 992-9895
Email: www.santafecountynm.gov

Job Title: Cook

Department/Division:	Community Services/Health & Human Services		
Salary:	\$12.5962/hr - \$18.8943/hr	Range:	12
Position Status:	Full Time/Term		
FLSA Status:	Non Exempt		
Closing Date:	January 15, 2017		
Job #:	1-2017-001		

The following duties ARE NOT intended to serve as a comprehensive list of all duties performed by all employees in this classification, only to provide a summary of the major duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.

Primary Purpose:

To oversee, coordinate, and participate in planning, preparing, and serving food to patrons of a County sponsored food service program for senior citizens.

Essential Job Functions:

- Prepares, seasons, cooks, portions, and serves meals and snacks to produce nutritionally balanced meals for patrons.
- Preserves raw and prepared foods to prevent spoilage and contamination; cleans and maintains work area, kitchen appliances, utensils, lunchroom, dishes, etc.
- Completes daily menu; records daily record of food served and portioned to patrons; plans daily menu and inventories food supplies.
- Performs a variety of administrative tasks associated with requisition, purchasing, and management of supplies, equipment, personnel and other resources.
- Performs custodial duties within the senior centers to include but not limited to sweeping, mopping, dusting, emptying trash receptacles, sanitization, oven cleaning, and restroom restocking. May be required to deliver meals and/or snacks. May be required to deliver and unload bulk raw food products and supplies to various senior meal sites.
- Performs cashiering duties, and delivers deposits.
- May perform catering/sack lunches for special events and activities.

Knowledge / Skills :

- Knowledge of institutional food preparation and storage requirements; of what constitutes nutritionally balanced meals; of food preservation, kitchen and cafeteria sanitary and safety standards, rules and regulations. Must have interpersonal skills to effectively communicate with all levels of staff and the general public. Must be able to deal with difficult clients. Ability to speak Spanish is desirable.
- Must be able to use general office equipment, follow verbal and/or written instructions; maintain logs and prepare reports; and to perform basic arithmetical computations.

Minimum Qualifications

- High school diploma or equivalent plus two (2) years of experience in food preparation for a public agency or private business.
- Must complete Defensive Driving training, and become certified in CPR and First Aid within three (3) months of hire.
- Must have a telephone in the residence or be available by an equally effective means of communication as approved by the supervisor.

Working Conditions:

Work is performed primarily in a kitchen and dining room area, occasionally outdoors. Requires ability to walk and stand for long periods of time, to reach, handle, carry, twist, bend and must be able to lift and/or move 35 pounds. Work involves exposure to heat and risk of burns and cuts. Will be subject to random drug screening.

Conditions of Employment:

Selected candidate must submit to and pass a County paid pre-employment physical and drug/alcohol screening. Additionally, selected candidate must submit to and pass a county paid criminal background screening. Selected candidate must possess and maintain a valid New Mexico Class D Drivers License as incumbent shall be appointed to drive a County vehicle during the performance of his/her duties.

Submit Applications to:

**Santa Fe County Human Resources
949 West Alameda Santa Fe, NM 87501**

Resumes will not be accepted in lieu of the official Santa Fe County employment application.

Proof of education, certificates and/or endorsements must be attached to each application.