

MESA VISTA CONSOLIDATED SCHOOL DISTRICT
IS SEEKING APPLICANTS FOR THE FOLLOWING POSITION

Cook
Location: District Wide

POSITION SUMMARY:

The Cook position works as a staff member of the Food Service Team. This position reports to the Food Services Manager/Supervisor.

ESSENTIAL FUNCTIONS:

1. Ensures that healthy and tasty food is prepared in accordance with National School Lunch and Breakfast Program requirements.

2. Performs duties in the prepping and cooking of food.

3. Maintains the entire dining and preparation facility in a constant state of sanitary acceptance.

This includes, but is not limited to, the kitchen, dining room, storage, outside areas, garbage area, garbage cans and all loading docks.

Ensures that all areas are maintained in a sanitary condition that meets or exceeds the requirements set forth by Federal regulations.

4. Ensures that the working condition of all food preparation equipment is in good working condition. Ensures all floors, walls, serving lines, heating and air conditioning equipment and cleanliness of bathrooms and windows within the facility meets or exceeds requirements.

5. Maintains a daily and monthly inventory log of all supplies, materials and equipment to ensure all items are accounted for. Maintains a materials safety data sheet, if applicable.

6. Supervises all subordinate employees of Food Services operations, ensuring labor laws are adhered to at all times, if applicable.

7. Ensures customer service is maintained at a level that meets or exceeds each customer's expectations.

8. Complies with and implements the Policies and Procedures as detailed in the appropriate manuals/handbooks.

10. Ensures the highest standards are maintained to prevent illegal, unethical, or improper conduct and to ensure the program remains in compliance with agency licensing and policies and procedures.

11. Assists with the correction of deficiencies and quality improvement efforts.

12. Attends and participates in all required meetings.

13. Commits to attending all training and staff development classes in order to ensure sufficient hours of

training on an annual basis.

14. Ensures the safety, health and welfare of staff and students at all times.
15. Models and ensures all program norms are upheld without compromise.
16. Acts as a positive role model and mentor for both staff and students.
17. Treats others with respect.
19. Other duties as assigned, verbally or in written form to meet the needs of the program.

MINIMUM QUALIFICATIONS:

1. High school diploma or equivalent preferred but not required.
2. Ability to pass a criminal background clearance check, drug screen, physical and TB test.
6. Ability to utilize resources available to complete assigned projects.
7. Ability to prepare written reports and correspondence.
8. Ability to understand and follow verbal and written instructions.
9. Ability to effectively communicate, verbally and in writing.
10. Ability to work the designated schedule with the possibility of a varied schedule and overtime.
11. Must be able to maintain a high level of confidentiality.
12. Must have excellent organization and time management skills.
13. Ability to build and maintain positive internal and external relationships.
14. Ability to provide exemplary customer service to all employees and outside constituents.
15. Ability to function independently and as a member of a team in a multi-task environment.
16. Must be flexible and able to handle multiple priorities, with the ability to adjust to high pressure and rapidly changing business conditions.

Job Type: Full-time

Experience:

- Cafeteria: 1 year (Preferred)

Work Location:

- District Wide

Job Duties:

- Prepare all food items as directed in a sanitary and timely manner
- Follow recipes and presentation specifications
- Operate standard kitchen equipment safety and efficiently
- Clean and maintain station in practicing good safety and sanitation
- Assist with the cleaning and organization of kitchen and equipment
- Restock items as needed throughout the shift
- Adhere to all sanitation and food production codes

Reports To: Superintendent of schools
Salary: 2019 – 2020 – As Per Salary Schedule
Deadline: Until Filled

Application Procedures

Interested applicants please submit a letter of interest to:

Shayna Cordova
Human Resource Office
Mesa Vista Consolidated Schools
P.O. Box 309
Ojo Caliente, NM 87549
Phone: (505) 583-2645
Fax No.: (505) 583-2815

*We, the Mesa Vista Consolidated School District, conform to all the laws, statutes, and regulations concerning equal employment opportunities and affirmative action. We strongly encourage women, minorities, individuals with disabilities and veterans to apply to all of our job openings. We are an equal opportunity employer and all qualified applicants will receive consideration for employment without regard to race, color, religion, gender, sexual orientation, gender identity, or national origin, age, disability status, Genetic Information and Testing, Family and Medical Leave, protected veteran status, or any other characteristic protected by law. We prohibit Retaliation against individuals who bring forth any complaint, orally or in writing, to the employer or the government, or against any individuals who assist or participate in the investigation of any complaint or otherwise oppose discrimination.