



VACANCY NOTICE #16-58

TITLE: Kitchen Aide
Regular, Part-Time
DEPARTMENT: Senior Center Program, HHS
SALARY: Dependent on Qualifications
OPEN DATE: November 30, 2016
CLOSING DATE: Open Until Filled

Summary: Responsible for assembling and delivering meals to home bound elders; performs kitchen assignments as required.

Qualification Requirements: High School diploma or General Equivalency Diploma (GED). Must possess a valid driver's license and be insurable through the tribe's insurance carrier. Position is subject to a favorable criminal and motor vehicle background investigation.

Required Knowledge and Skills

Knowledge of:

- Principles, methods and equipment used in meal preparation in an institutional setting.
- Laws, rules and regulations for operating a motor vehicle in the state of New Mexico.
- Basic arithmetic.
- Safe work practices and sanitation related to food preparation and service.
- Standard office practices and procedures, including records management.
- Communicating effectively in oral and written forms.

Skill in:

- Driving a vehicle skillfully and safely.
- Operating, cleaning and performing minor maintenance to large institutional food preparation and cooking equipment.
- Reading, understanding and following recipes and oral and written directions.
- Dealing effectively with disabled individuals and others needing special assistance.
- Establishing and maintaining effective working relationships with those contacted in the course of the work.
- Contributing effectively to the accomplishment of team or work unit goals, objectives and activities.

TO APPLY: Visit our website at www.jemezpuablo.org. Submit a completed tribal application to: Pueblo of Jemez, Attn: Human Resources Office, P.O. Box 100, Jemez Pueblo, New Mexico 87024, no later than 5:00 p.m. Indicate vacancy announcement number on the application. For further information or job inquiries contact the Human Resources Office at (575) 834-7359 or email address: HR@jemezpuablo.org

**** It is the policy of the PUEBLO OF JEMEZ to give preference to qualified Jemez Pueblo tribal members. ****

November 30, 2016

Human Resources Department

P.O. Box 100 • Jemez Pueblo • New Mexico • 87024
(575) 834-7359 • Fax (575) 834-0604