



HUMAN RESOURCES DEPARTMENT

135 Capitol Square Drive, Zia Pueblo, NM 87053 • P: 505.867.3304 • F: 505.867.3308 • E: HR@ziapueblo.org

## VACANCY ANNOUNCEMENT

<b>OPENING DATE:</b>	<b>3/8/2024</b>	<b>CLOSING DATE:</b>	<b>Open Until Filled</b>
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POSITION TITLE: Early Childhood Cook  
PAY RATE: \$10.00 - \$12.00/DOE

DEPARTMENT: Education - TELC  
FLSA STATUS: Non-Exempt; Full-time

### POSITION SUMMARY

This position is under the general supervision of the Early Childhood Manager. The Early Childhood Cook's primary duty is to create nutritionally balanced menus that meet the requirements of the Child and Adult Care Food Program standards and to prepare meals and snacks for the children and staff. Provide nutrition education to the children, staff, and parents in accordance with the policies of the Child and Adult Care Food Program standards. The Early Childhood (EC) Cook will perform daily, weekly, and monthly cleaning tasks of the kitchen, as outlined on the job duty checklist, to assure a clean, safe, and sanitary environment for children, staff, and parents.

### ESSENTIAL DUTIES AND RESPONSIBILITIES

- Create and provide monthly nutritionally balanced menus to meet the Child and Adult Care Food Program standards for review by the Early Childhood Manager.
- Maintain food and supply inventory using the First In- First Out method to assist with production and cost efficiency.
- Prepare shopping list and purchase requisitions necessary for shopping.
- Purchase, prepare, and serve food to meet the requirements of the reviewed menus.
- Participate in family-style dining with infants/toddlers and children during mealtimes.
- Plan and accommodate for any food allergies or special food requirements of enrolled children.
- Maintain accurate and up to date production records as required by the Child and Adult Care Food Program such as: inventories, food production records, purchase records, menu plans, and meal attendance records.
- Clean, sanitize, and maintain kitchen and food service area, utensils, equipment, and food storage areas to meet Environmental Health and Safety Standards.
- Ensure formula for infants is on site as needed for enrolled infants.
- Uphold the confidentiality of child and family information according to the Pueblo of Zia's confidentiality policy.
- Communicate and work effectively with other staff members and parents.
- Provide opportunities to introduce and incorporate cultural foods to enhance a diverse culturally enriched environment.
- Sweep and mop kitchen and dining room floors, daily and throughout the day as needed.
- Sanitization of tables before and after breakfast, lunch, and snack..
- Maintain a daily health & kitchen safety checklist in an organized binder.
- Attends and participates in grantee-sponsored trainings, center pre-service and in-service trainings, and other continuing education, career, and professional development opportunities.

- Participates in general staff meetings and other meetings and events planned by the Program or Education Department as requested.
- Other duties as assigned to meet health and safety needs of the program.

### **KNOWLEDGE, SKILLS, AND ABILITIES**

- Knowledge in early childhood education, teaching children ages 0 – 8, helpful but not necessary.
- Knowledge of collecting inventory and placing orders.
- Knowledge and use of computer software programs.
- Knowledge of food preparation and nutrition guidelines.
- Knowledge of Child and Adult Care Food Program requirements.
- Knowledge of working with students and families in tribal communities.
- Must be able to maintain a sanitary, organized, and hazardous free work space.
- Ability to work with all people of all ages.
- Ability to stand for long periods of time.
- Ability to maintain a high level of confidentiality.
- Ability to multitask and manage a number of tasks meeting deadlines.
- Ability to lift 50 lbs.

### **MINIMUM QUALIFICATIONS**

- High School Diploma or GED.
- Must possess Food Handler's Certificate or willing to obtain within 30 days of hire.
- 2 years' experience working in a kitchen, and/or educational environment.
- CPR/First Aid certified or willing to obtain certification.
- Must pass a background, drug, and alcohol screen.
- Must possess and maintain a valid NM Driver's License and be insurable under tribes' insurance carrier.

### **INDIAN PREFERENCE**

The Pueblo of Zia has implemented an Indian Preference Policy. It is the policy of the pueblo of Zia to give preference in employment to applicants who possess the qualifications, education, experience, and ability required for a particular position, in the following order: 1) Enrolled member of the Pueblo of Zia. 2) Enrolled members of other federally recognized tribes. 3) Non-Indians. The application of Indian Preference is not automatic. Applicants are required to provide appropriate evidence, from their respective tribe, at the time of submitting an employment application for Indian Preference consideration.

***To apply, Employment Applications are available at the Pueblo of Zia Human Resources (HR) Department, front desk, or on-line at [www.ziapueblo.org](http://www.ziapueblo.org). For best consideration, all applications must be supported with a cover letter, resume, and/or certifications.***

***All applications must be submitted to the Pueblo of Zia HR Department by 5:00 pm on the closing date:***

**BY:**

**MAIL:** 135 Capitol Square Drive, Zia Pueblo, NM 87053 (C/O HR Department)

**IN-PERSON:** HR Department

**EMAIL:** [HR@ziapueblo.org](mailto:HR@ziapueblo.org) (attach employment application, cover letter, resume, any certifications and in the subject line please indicate the position you are applying for)

**FAX:** 505.867.3308 (C/O HR Department)

For more information, please contact the HR Department:  
Phone: 505.867.3304 or Email: [HR@ziapueblo.org](mailto:HR@ziapueblo.org)