



Job Title:	Cook's Aide – Rio Rancho	Job Requisition #:	2k16-11-51
Department:	Senior Program	Status:	Classified
Revised Date:	9/1/2011	Job Code:	6525
Union Code:	Non-represented	Handles Confidential Info:	No
First Day to Apply:	11-04-2016	Entry Wage:	\$10.0867/hourly
Last Day to Apply:	Open Until Filled	Work Schedule:	M-F 6 a.m.-2:30 p.m.

GENERAL PURPOSE: Under close supervision, responsible for assisting in the preparation and volume cooking of meals for assigned senior center, homebound and congregate clients; performs cleanup duties in the dining and kitchen areas; and assists the Cook with other duties such as inventory and ordering of supplies; and performs other duties as assigned.

MINIMUM QUALIFICATIONS:

Education and Experience:

- High School Diploma/GED Certificate and six months of experience working in the food service industry; preferably in a large scale commercial or institutional kitchen setting preparing food for large groups of people.

Required Licenses or Certifications:

- Valid New Mexico Driver's License.

SUPERVISION RECEIVED AND EXERCISED:

Position reports to the Senior Center Supervisor and does not exercise supervision over lower level staff.

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

- Performs volume cooking of foods according to prescribed menus and recipes and as directed by the Cook; and prepares entrees and side items that accompany the main course meal including cutting, slicing, chopping, baking, portioning and cooking.
- Assists with setting up and serving food, preparing take-out/homebound food and individual food trays, and storing leftover food.
- Operates standard kitchen equipment including ovens, steamers, slicers, and mixers; performs a variety of kitchen and dining area maintenance duties including washing dishes, cleaning appliances, sweeping, mopping, and receiving food orders.

Required Knowledge of:

- Techniques and practices for large-scale/high-volume food preparation for standard and special diet items.
- Kitchen safety, sanitation, and hygiene.
- Menu development.
- Type and quantities of foods required for volume and special diet cooking and how to minimize waste.
- Appropriate cleaning methods and materials.
- Kitchen equipment and associated kitchen tools.
- Perform mathematical computations and use of a calculator.
- Food preparation in a large cafeteria style setting.
- Effective communication principles and practices including oral and written communication.

JOB DESCRIPTION

Cook's Aide

- Modern office procedures, methods, and equipment including computers, computer applications such as word processing and spreadsheets sufficient to perform assigned work.
- English usage, spelling, grammar, and punctuation.
- Principles of business letter writing.

Required Skill in:

- Operation of food preparation equipment and maintaining required cleanliness of kitchens.
- Estimating type and quantities of foods required for meals and minimizing waste.
- Preparation of varied menu items and complete meals in an institutional large scale setting.
- Maintaining a safe, clean and sanitary working environment.
- Reading, comprehending, and following recipes.
- Operating required equipment and kitchen tools/utensils.
- Communicating effectively verbally and in writing, to include staff training and communication of instructions in food/meal preparation.
- Establishing and maintaining effective working relationships with employees, other agencies, and the public.
- Utilizing personal computer software programs and other relevant software affecting assigned work.

Physical Demands / Work Environment:

- Work is performed in a large scale kitchen environment.
- Regularly is required to lift or carry items weighing up to 50 pounds; and regularly may be exposed to large and working machinery, potential physical harm, and hazardous chemicals when preparing large quantities of food using a variety of kitchen equipment and tools and when cleaning and maintaining the kitchen area.



HRD.26- 2015

**Sandoval County
CERTIFICATION OF VETERAN'S STATUS**

TO RECOGNIZE VETERAN STATUS THIS FORM MUST ACCOMPANY YOUR JOB APPLICATION

The purpose of this form is to allow job applicants the opportunity to identify themselves as veterans and certify their status as a veteran who has an honorable discharge from the military, or to verify that they are a member of the National Guard or Reserve who has successfully completed basic training.

A veteran who has certified/verified their status, AND is determined by Sandoval County Human Resources to meet or exceed the Minimum Qualifications as identified in the position for which the applicant has applied, shall be identified as a qualified veteran on the hiring list. If there are more than four qualified veteran applicants for a position, a minimum of four veterans shall be interviewed.

NAME (Please print): _____	JOB REQ # _____
ADDRESS: _____	PHONE: _____
EMAIL: _____	PHONE: _____
I AM APPLYING FOR (Position Title): _____	

PLEASE COMPLETE THE FOLLOWING:

1. Have you ever served in the United States Military, National Guard or Reserve? YES NO
2. Did you receive an honorable discharge? YES NO
3. Are you a member of the National Guard or Reserve who has successfully Completed basic training? YES NO
4. **Attach a copy of your DD214 or DD215 Form and/or proof of your Active, Guard or Reserve enlistment to certify your veteran status.**

Please ensure your job application clearly indicates your military experience including job duties and/or responsibilities as well as any education/training experience.

Sandoval County does not guarantee that a veteran will be hired for a position for which he/she applies. Veterans will be given an interview pursuant to the conditions stated above for positions for which they meet or exceed the Minimum Qualifications of the position as identified in the Job Posting. Please call Human Resources at (505) 867-7505 if you have any questions.

Signature _____

Date _____