



JOB ANNOUNCEMENT

09/18/2020



POSITION TITLE: Assistant Cook
LOCATION: Department of Tribal Empowerment - Brave Program
POSITION TYPE: Non-Exempt / Full-Time / Temporary
SALARY RANGE: \$8.69 - \$13.03 per hour
REPORTS TO: Youth Activities Coordinator
CLOSING DATE: Until Filled

POSITION SUMMARY:

Prepares and cooks food and performs general custodial services for the Department of Tribal Empowerment. Duties include but are not limited to: clean and inspect kitchen equipment, kitchen appliances, and work areas to ensure cleanliness and functional operation; apportion and serve food to children; cook foodstuffs according to menus, special dietary or nutritional restrictions, or numbers of portions to be served; clean, cut, and cook meat, fish, or poultry; wash pots, pans, dishes, utensils, and other cooking equipment; monitor menus and spending to ensure that meals are prepared economically; plan menus that are varied, nutritionally balanced, and appetizing, taking advantage of foods in season and local availability; compile and maintain records of food use and expenditures; requisition food supplies, kitchen equipment, and appliances, based on estimates of future needs; purchase food and supplies and maintains inventory of supplies and equipment; other position related duties as required and assigned.

MINIMUM REQUIREMENTS:

High School diploma or its equivalent G.E.D.; Food Handler's certificate; and must be able to successfully pass a post offer drug screen and criminal history background check.

KNOWLEDGE, SKILLS, ABILITIES:

Knowledge of principles and processes for providing customer and personal services; knowledge of how to prepare and cook large quantities of food for institutions, such as schools or early childhood programs; knowledge of kitchen tools, appliances and supplies; ability to read, understand and follow label instructions written in English; ability to measure liquid and dry ingredients accurately; ability to maintain USDA training/education requirements of 24 hours; ability to communicate information and ideas in speaking so others will understand.

APPLICATION PROCEDURES:

Qualified candidates interested in applying may complete an application in the Tribal Administration Building located at 119 S. Old Pueblo Rd El Paso, TX 79907, apply online at www.ysletadelsurpueblo.org YDSP Careers page, submit résumé via fax to (915) 859-2988 or e-mail to humanresources@ydsp-nsn.gov.

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