POSITION TITLE: Childcare Program Cook
CLASSIFICATION: Part-Time, Non-Exempt, Regular/Permanent
DEPARTMENT: Education & Language
SUPERVISOR: Childcare Coordinator
SALARY: $15.00/hrly.
OPENING DATE: August 14, 2023

Position Summary
Under the general direction of the Childcare Coordinator, the Childcare Program Cook will be responsible for all aspects of food service for our Language Nest participants. This includes but is not limited to ordering and inventorying food and supplies, food preparation and cleaning. The cook will maintain food service records associated with the meal service provided to our childcare programs. The cook will also supervise children as needed during meal services.

Minimum Qualifications
- High School Diploma or GED
- Ability to speak and understand the Keres Language beginning to moderately and/or willing to learn
- Experience and knowledge of nutritional requirements for toddlers to school age children.
- Must be able to work various schedules and extended work hours
- Must be able to successfully pass a pre-employment drug/alcohol screen and adhere to the Drug-Free workplace policy.
- Must be able to successfully pass a background investigation which includes a motor vehicle check.
- Must possess and maintain a valid New Mexico driver’s license and be insurable under the Pueblo’s insurance.
- Certified in First Aid & CPR, or become certified within 60-days of employment.
- Food Handlers Certification or the ability to obtain one before providing meals to the program.
- Food Allergy Safety Certification or the ability to obtain one before providing meals to the program.
- Covid-19 vaccination required. Reasonable accommodation considered

This list of duties and responsibilities is illustrative only of the tasks performed by this position and is not all-inclusive.

Essential Duties & Responsibilities
- Plans and prepares menus and meals in accordance with the Childcare Program approved meal standards.
- Ensure that the basic nutritional needs of infants and toddlers is met.
- Plan, prepare and help supervise a family style meal for breakfast, lunch and snack time for the childcare program.
- Ensure quality and safety standards are being maintained, by monitoring the areas of food preparation and food storage area.
- Promote and serve appealing menu items to improve participation and satisfaction.
- Keep an inventory of food and non-food items on a weekly basis.
- Prepare and submit the required records and counts on a daily or weekly basis or as requested.
Monitor and ensure proper cooking, cooling and storage temperatures.
Follow all established health, safety and sanitation regulations.
Create and provide a pleasant environment for children, staff, and visitors.
Prepare and pack portable lunches for fieldtrips, as necessary.
Maintain confidentiality of children’s and programs records and history.
Coordinates services and ensures compliance with all applicable licensing, regulatory and accreditation requirements.
Works effectively and collaboratively with childcare providers to establish an effective nutrition curriculum.
Ensures the facility is safe and well maintained. Reporting and requesting assistance for any inefficiencies or damage.
Implement facility and equipment inspection on a regular basis to ensure safety and sanitization standards are met.
Maintains daily health and safety routines to ensure compliance of established policies and procedures including but not limited to participants meals.
Adheres to and complies with child abuse and neglect reporting requirements of the Child Abuse and Treatment Act (CAPTA).
Participated in short-term and long-term programming.
Attend and participate in training, meetings, or workshops hosted by CYFD, Office of the Administration for Children and Families and/or other tribal, state or federal agencies as it pertains to the meal program.
Required to drive.
Performs other duties as required.

Knowledge, Abilities, Skills, and Certifications

- Knowledge of a traditional form of government including Pueblo customs and traditions.
- Knowledge of the unique governmental structure and organization within Pueblo de Cochiti.
- Knowledge of records management procedures and basic computer skills.
- Knowledge of Child Care Development Fund Health and Safety requirements and CCDF Final Rule.
- Ability to represent Pueblo de Cochiti professionally at all times.
- Ability to understand organizational structure, functions, policies and procedures including the chain-of-command for program effectiveness.
- Ability to demonstrate moral character, honesty, tact, and fairness.
- Ability to maintain a high level of confidentiality (Privacy Laws, FERPA, and other rules/regulations)
- Ability to work independently and/or part of a team, problem-solve, and make appropriate decisions.
- Ability to define problems, collect data, establish facts and draw valid conclusions.
- Ability to multi-task in the kitchen to ensure the meals are served at the scheduled times.
- Ability to understand and use effective oral and written communication, including but not limited to public speaking.
- Ability to interact and maintain a positive working relationship with stakeholders, services providers, and other individuals of various social and cultural backgrounds in and outside of this community.
- Ability to maintain professional conduct when working with parents/guardians and community members.
- Ability to treat each child, parent/guardian, employee, staff, supervisory, leadership with dignity and respect.
- Ability to work in the outdoor in extreme weather conditions when necessary.
- Skills in operating Microsoft Office and other database systems.
- Willingness and capacity to learn new skills.

Physical Demands
The physical demands described are those that must be met by the employee to successfully perform the essential duties and responsibilities of this job. The Employee will work on a kitchen setting; a Employee regularly required to walk and stand; use hands to fingers, handle, or feel; reach with hands and arms; talk and hear. The employee is occasionally required to climb ladders to reach high shelves, squat to reach low shelves or balance; stoop, kneel, crouch, or crawl. The employee is required to work with a computer/laptop, audio and video equipment and will be keyboarding to input data. The employee must occasionally lift and/or move up to 40 lbs.
**Working Environment**
Work is generally performed in an childcare kitchen setting with moderate noise level. There is frequent interaction with children, parents, community members, the public and employees. May be required to work outdoors with moderate noise level. Travel is required for meetings, trainings, conferences, and other events. Evening and/or weekend work may be required.

**CLOSING DATE:** Open Until Filled

**TO APPLY:**
Submit a completed tribal application, cover letter, and resume to Pueblo de Cochiti at marsha.chavez@cochiti.org or PO Box 255, Cochiti Pueblo, NM 87072. For consideration, application must be submitted before the closing date at 5 p.m. For other job inquires, contact (505) 629-4284.

It is the policy of Pueblo de Cochiti to give preference to Cochiti enrolled tribal members