



New Mexico School for the Deaf is an Equal Opportunity Employer/Affirmative Action Employer

Posting Date: October 6, 2017

Position Title: Food Service Cook I

Reports to: Food Service Manager

Service Area: Santa Fe, NM

Employment Term: Non-Exempt, Full-Time; 11 months

Salary/Wage Range: Dependent upon qualifications and experience

Deadline for Application: Open until filled

Job Summary

It is expected that all functions of this position will be performed with minimal supervision in a positive, team-oriented, and professional manner, while helping to advance the mission and vision of New Mexico School for the Deaf.

The primary purpose of this position is to, properly and according to all applicable regulations and guidelines, receive, prep, cook, and serve / vend / cater meals for the NMSD USDA Student Breakfast Program, National School Lunch Program, the residential Family Style Dinner Program, and Campus Events.

Essential Duties and Responsibilities

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Understands and is able to communicate the philosophy of the NMSD Foodservice Program and the school Wellness Policy
- Follow all applicable Policies, Procedures, Regulations, Codes and Guidelines as per all applicable agencies including but not limited to NMSD, USDA, NMPED and the NMED
- Have and implement a thorough working knowledge of Food Safety Regulations including HACCP procedures
- Have and implement a working knowledge of the USDA Meal Patterns and all related requirements involving food components, portion sizes, ounce equivalents, and documentation requirements
- Knowledge and understanding of basic nutrition concepts
- Ability to prepare quality food in quantities varying from an individual meal to large groups
- Ability to read recipes, Production Records and Food Event Forms, and prepare food / meals listed in an accurate and consistent manner using correct products and measurements
- Ability do precise mathematical calculations and conversions required to adjust weights, volumes and quantities of food products used as needed
- Discern the quality and freshness of products received and used, implementing knowledge and systems to maintain freshness of products
- Assure that food / meal quality is superb; that the taste is highly palatable, texture / doneness is safe and appropriate, and presentation is appealing
- Know the details of all individual Special Diets, preparing and serving to address these needs safely at all times, including having a thorough working knowledge of food allergies / intolerances and the foods they involve

- Correct, complete, consistent and fully accurate completion of Production Records and Food Event Forms at the end of every meal / event as per USDA and NMSD requirements.
- Serve / count student and adult meals in a friendly, accommodating manner, encouraging healthy nutrition; understanding and supporting all meal component and portion size requirements during service
- Participation in receiving product deliveries; adherence to the NMSD and NMED / Federal and State Food Code established procedures of safe product receiving and safe storage, including FIFO.
- Performance of accurate monthly inventory
- Diligence in product care, usage and tracking including transfers between sites, and recording of damage/discards
- Contribute to the reduction and management of food waste, especially by placing prep discards into the waste recycling bins at all times
- Perform daily, weekly and monthly cleaning / sanitizing and deep cleaning of the facility including but not limited to: service areas, kitchen equipment, prep surface areas, ovens, refrigeration / freezer units, mixers, carts, rolling racks, shelving, dry storage areas, dining areas and staff areas.
- Responsible for operating all kitchen and "cashier" IT equipment in a knowledgeable, safe manner and maintaining for daily use, including but not limited to: POS terminal, mixers, blenders, scales, food thermometers, dishwashers, ovens, slicers, grinders, knives, stovetops, warmers, cookware, etc.
- Follows a "clean as you go" workstyle to maintain cleanliness and sanitation.
- Other job-related duties as assigned.

Competencies: To perform the job successfully, an individual should demonstrate the following competencies:

- **Cultures** - Demonstrates a general knowledge of the history and significance of Deaf and other minority communities in New Mexico; possesses general knowledge about Deaf education and attitudes toward Deafness; apply Deaf cultural values to interpreting and other interactions, via attitude and demonstration of consideration and respect.
- **Customer Service** – Perform all duties with the highest satisfaction of our guests in mind, with attention to quality of product as well as quality of service and professional interactions; applying effective and attentive listening skills, respectful and responsive communications, placing the needs and preferences of our customers first; resolving problems with kindness and amicable solutions
- **Organization and Efficiency**- Must be organized and detail-oriented; works efficiently in performing job duties, completing work in a timely manner meeting all deadlines
- **Analytical**- collects and aggregates data for program maintenance and improvement
- **Continuous Learning**- Seeks feedback to improve performance; pursues training and development opportunities; strives to continuously build knowledge and skills.
- **Job Knowledge**- Competent in required job skills and knowledge; exhibits ability to learn and apply new skills; keeps abreast of current developments; requires minimal supervision; displays understanding of how job relates to others; uses resources effectively.
- **Use of Technology and Equipment** - Adapts to new technologies; troubleshoots technological problems; uses technology and equipment to increase productivity.
- **Mathematical Skills** – Application of basic, job-related math skills such as understanding, accurately using and converting units of measurement of products and recipe ingredients such as pounds, ounces in weight and volume, gallons, quarts, cups, tablespoons, etc.
- **Problem Solving**- Gathers and analyzes information skillfully; develops alternative solutions; works in group problem solving situations.
- **Cooperation**- Establishes and maintains effective professional relationships with students, co-workers, supervisors, campus staff and guests; exhibits tact and consideration; offers assistance and support to co-workers; works cooperatively in group situations; works actively to resolve conflicts, applying healthy, positive solutions while keeping emotions under control
- **Teamwork**- Balances team and individual responsibilities; exhibits objectivity and openness to others' views; gives and welcomes feedback; contributes to building a positive team spirit; supports everyone's efforts to succeed.
- **Communication**- Communicates and writes clearly with attention to detail

- **Reasoning Ability:** Ability to apply common sense understanding to carry out instructions furnished in written, oral/visual or diagram form.
- **State and Federal ADA Compliance-** exhibits knowledge of and adherence to all legal requirements related to accommodations for individuals with disabilities
- **Diversity-** Shows respect and sensitivity for cultural differences; demonstrates an understanding for diverse family dynamics, eye contact conventions, and gender roles in various cultures and how these cultural differences potentially might influence a communicated message
- **Ethics-** Treats people with respect; keeps commitments; inspires the trust of others; works with integrity and principles; upholds organization values.
- **Organizational Support-** Follows policies and procedures; completes tasks correctly and on time; supports organization's goals and values.
- **Adaptability-** Manages competing demands with frequent interruptions
- **Personal Appearance-** Dresses appropriately for position; keeps self well groomed; is mindful of departmental and industry requirements when selecting clothing/accessories.
- **Attendance/Punctuality-** Is consistently at work and on time; realizing the critical importance of consistent work attendance in the profession of school foodservice.
- **Dependability-** Follows instructions, responds to management direction; takes responsibility for own actions.
- **Initiative-** Seeks increased responsibilities; asks for and offers help when needed; generates suggestions for improving work; develops innovative approaches and ideas
- **Quality-** Demonstrates accuracy and thoroughness; looks for ways to improve and promote quality; performs job duties with excellence, integrity and pride regardless of level of immediate supervision
- **Safety and Security-** Observes safety and security procedures; determines appropriate action beyond guidelines; reports potentially unsafe conditions.

Safety of Self and Others

- Observes all campus, department, and regulating agency safety and security policies and procedures.
- Creates and helps to maintain a physically and mentally safe environment for self and others.
- Immediately report any unsafe working conditions / equipment, or product / equipment loss.
- Wears sturdy closed-toe shoes; non-slip soles preferred.
- Utilizes appropriate body mechanics / lifting techniques to aid in the prevention of injury.
- Use carts / hand trucks, or request help when moving heavy items

Qualifications

- High School Diploma or equivalent is required
- Prior employment as a commercial cook is required
- Cooking for a USDA school nutrition program is preferred
- Due to the constant use of recipes, resources and documentation requirements, fluency in English is required: verbal, reading and writing
- Spanish highly preferred

Sign Language

- Sign language skills are preferred. The employee will be required to demonstrate progressive sign language acquisition and participate in sign language classes offered at NMSD.

Certification / Clearance

- Must have and maintain a current Food Handler Certification which meets the requirements of the New Mexico Environment Department and / or USDA Food Programs, or, must obtain this certificate within 30 days of hire.
- Successful passing of a pre-employment background check.
- Must complete annual USDA required Professional Standards Training hours and NMSD Professional Development Plan on an ongoing basis.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Standing for extended periods of time.
- Lifting, pushing and pulling up to 50 lbs on a frequent basis.
- Repetitive movements and continual use of manual dexterity and gross motor skills with frequent use of bi-manual dexterity and fine motor skills, involving movements such as cutting, mixing and serving food
- Bending, reaching, reaching overhead, stoop, kneel, crouch, and mopping and sweeping motions.
- Taste and smell foods
- Ability to safely operate a golf cart

Work Environment

- Work areas can be loud
- Work environment is typically fast-paced, occasionally subject to changes or delays
- Use of certain kitchen equipment can be hazardous
- Working in a wide range of temperatures is common, including hot humid areas and refrigerated / freezer areas, and occasionally outdoors
- Occasional exposure to moving mechanical parts, fumes, or airborne particles
- For training purposes, occasional travel / overnight stay; instate / out of state
- Follows work schedules and has the flexibility to work additional hours as needed; occasional weekend / morning / evening / extended hours for coverage of absences and campus events will be required

NMSD conforms to all the laws, statutes, and regulations concerning equal employment opportunities and affirmative action. We strongly encourage women, minorities, individuals with disabilities and veterans to apply to all of our job openings. We are an equal opportunity employer and all qualified applicants will receive consideration for employment without regard to race, color, religion, gender, sexual orientation, gender identity, or national origin, age, disability status, Genetic Information & Testing, Family & Medical Leave, protected veteran status, or any other characteristic protected by law.

Application:

Download and complete the application: [NMSD Employment Application](#)

Submit application via e-mail or mail to:

New Mexico School for the Deaf
Human Resource Department
1060 Cerrillos Road
Santa Fe, NM 87505

505.476.6300 Voice
505.216.2000 Video Phone

HumanResources@nmsd.k12.nm.us