



# MESCALERO "Apache" SCHOOL

P.O. Box 230, 249 White Mountain  
Mescalero, New Mexico 88340  
Phone: (575) 464-4431 Fax (575) 464-0053



"Mescalero Chiefs"

## VACANCY

### Cook

Posted 01/13/26

#### **Responsibilities:**

- Follow schedule 5:30 am to 2:30 pm, Monday-Thursday.
- Arrives ready to work, in uniform which includes clean clothes, non-slip shoes, hair net and apron.
- Assists in the preparation of food products that follow a prescribed menu efficiently and meeting set time limits.
- Practices HACCP procedures such as ensuring food reaches proper temperature.
- Follows procedures that ensure proper sanitation conditions in food preparation and storage FIFO.
- Supervises the serving line of students as well as the dining hall per safety guidelines.
- Assists in the serving of food to students/staff and ensures that they are all served appropriate amounts.
- Maintains a trash and garbage collection area, breaks down all cardboard boxes and disposes of them properly.
- Reports any food/ beverage not of usable quality to Supervisor(s) before discarding
- Operates kitchen equipment in the assigned station.
- Inspects freshness, expirations dates and temperatures of all products.
- Keeps a cleaned and sanitized work area as well as other counters, tables, floors and storage areas in the kitchen daily.
- Utilizes dishwasher and 3-compartment sink daily, removes dishes, pots, pans and utensils and assists in all the cleaning procedures.
- Assists in receiving and putting away deliveries weekly.
- Duties/assignments may change to meet the needs of the school due to unforeseen circumstances
- Adheres to all regulatory, departmental and casino policies and procedures
- Performs other duties as assigned by the Food Service Director.

#### **Key Relationships:**

- Position reports to the Food Service Director
- Works and interacts daily with all school food service personnel
- Will, on occasion, meet and interact with outside vendors and suppliers of food products, suppliers and equipment.
- Will occasionally interact with other school personnel on matters pertinent to the school's food service program.

#### **Minimum Qualifications:**

- Minimum of a high school diploma or GED is required.
- Must have a food handler's certification and renew annually.
- Has previous experience and demonstrates competence and aptitude in production cooking.

- Must be able to lift at least 50 pounds
- Must have reliable transportation
- Knowledge of the Mescalero Apache people and their culture
- Must be able to pass a background check prior to employment
- Will be required to pass drug test upon employment, then randomly selected
- Within the scope of Indian preference, all candidates will receive consideration without regard to race, color, sex, national origin or other non-merit factors

#### **Term of Employment:**

- Nine-month contract

#### **Working Conditions:**

- Position requires a lot of standing, walking and lifting on a daily basis.
- Works around temperatures that may be unusually hot/warm.
- Is expected to work cooperatively and as a team with others in the department.
- Requires worker to be on the job much earlier in the day than most other employees of the school.

**Applications will be accepted until Tuesday January 27, 2026.**

- ALL positions require background checks and clearance from any criminal charges prior to employment.
- Note: any felonious or any of two (2) or more misdemeanor convictions will disqualify applicant from employment.
- All positions require initial drug testing upon hire, then random monthly drug testing.
- Selection for employment will be based on the Mescalero Apache Tribal Ordinance 06-02.

Applications available at the MAS Administration or on our website: [maschiefs.org](http://maschiefs.org)  
Applications can be returned by mail, fax to 575-464-0053 or emailed:[lindsey.pellman@mescalero.org](mailto:lindsey.pellman@mescalero.org)