



Cook - Kha'p'o Community School

SCHOOL DESCRIPTION

Kha'p'o Community School (KCS) is a Tribally Controlled Grant school serving Santa Clara Pueblo (SCP). KCS serves approximately 150 families, prenatal through sixth grade, and adult learners. KCS is a school grounded in providing students rigorous, high-quality educational opportunities that are culturally centered on Tewa language proficiency and interactive, hands-on learning activities. KCS staff support students in their physical and emotional growth as well, valuing student identity and promoting and modeling high-self esteem and confidence.

Our Vision:

The graduates of Kha'p'o Community School are strong, caring and respectful stewards of our Tewa language and culture. They are empowered to bridge the Kha'p'o and non-Native worlds. They are on the right path to succeed in school and work to fulfill their responsibilities as future leaders and members of our community.

Our Mission:

It is the Mission of the Kha'p'o Community School to nurture our children in a Kha'p'o-minded, community-engaged, academically-challenging and enjoyable educational environment that enables them to speak our Tewa language and sustain our culture, supports their physical and emotional well-being, and inspires their love of learning.

For more information visit www.khapoeducation.org

POSITION SUMMARY

The Cook is supervised by the Director of Operations. He/she is responsible for the preparation and serving of school breakfast and lunch programs as well as related activities in assigned building.

Duties and Responsibilities

- Prepare appetizing school breakfast and lunch that aligns with KCS and USDA standards and aligns with the schools Wellness Policy, mission, and vision
- Maintain USDA online portals as required and ensure school is reimbursed appropriately
- Perform routine food preparation tasks, such as cutting up fruits and vegetables, making and wrapping sandwiches and salads, baking, stir-fry, etc.
- Establish culturally appropriate meals as appropriate
- Set up and stock work areas with all necessary ingredients and equipment
- Set up components of salad bar, and prepare salads for salad bar
- Complete daily cleaning duties in cafeteria including cleaning equipment and work areas, mopping, operating dishwasher and/or scrubbing pots and pans, cleaning up lines at end of meal shift, and putting away/disposing of leftovers. Organize food service and dining areas
- Comply with State Sanitation Guideline requirements stating that all employees shall keep clean and wear clean clothes (including an apron) while engaging in handling food, drink, utensils or equipment. The use of caps and/or hairnets is required for all food handlers even when wearing headbands, pins or other hair restraints
- Ensure kitchen and cafeteria meet all appropriate Federal, Tribal, and State health guidelines and codes
- Adhere to work safety procedures
- Serve students and staff in a cheerful and helpful manner



- Accurately complete daily, weekly, monthly and yearly reports, forms, etc.
 - Accurately complete daily, weekly, monthly orders for food
 - Prepare school breakfast and lunch calendar a minimum of one month in advance
 - All other duties as assigned
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QUALIFICATIONS

Education/Licensure

- Valid NM Food Handler's license required
- Valid ServSafe Certification
- Associate's degree preferred
- Valid NM Driver's license required
- Must pass background check

Skill/Mindsets

- Excited to work in a collaborative team environment
- Highly organized and able to manage multiple competing priorities
- Extremely well-organized and an innate self-starter who takes initiative in solving problems as they arise
- Unwavering dedication to the students, teacher and community of Santa Clara Pueblo
- Excited to work with children daily

Experience

- 3+ years school kitchen or related experience preferred
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To Apply:

Please submit a KCS Job Application and Resume to the Director of Human Resources at bmedina@khapoeducation.org

COMPENSATION: Salary and benefits are competitive and dependent upon prior experience.

INDIAN PREFERENCE POLICY: Preference in filling vacancies is given to qualified Indian candidates in accordance with the Indian Preference Act of 1934 (Title 25, USC, Section 472). Verification Form BIA-4432 must be submitted with the application if claiming Indian Preference. Indian preference eligible that are not currently employed in the Federal Service will be appointed under the Excepted Service Appointment Authority (Schedule A). Consideration will be given to Non-Indian applicants (status or reinstatable) in the absence of qualified Indian Preference eligible.

EQUAL OPPORTUNITY EMPLOYER: Within the scope of Indian preference, all candidates will receive consideration without regard to race, color, sex, age, religion, sexual orientation, national origin or other non-merit factors.

REASONABLE ACCOMMODATION LANGUAGE: This agency provides reasonable accommodation to applicants with disabilities. If you need reasonable accommodation for any part of the application and hiring process, please notify this agency. The decision in granting reasonable accommodation will be on a case-by-case basis.
