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Cook

JOB CODE	JOB FAMILY	PROFILE
JCV108	**Domestic Services**	**Cook**
PAY TYPE	**PAY RANGE**	**REVISION DATE**
Hourly	**$15.55 - $20.01**	**June 5, 2026**

The Cook, under supervision of the Food Service Manager, prepares and serves daily meals for residents and staff of the Youth Services Center.

Job Description

DUTIES AND RESPONSIBILITIES

- Prepares and serves main meals and snacks, bake bread, prepare desserts, and prepares special dietary needs as specified by the medical department of Youth Services Center.
- Assists in planning meals and keeping inventory of storeroom and walk-in refrigerator-freezer.
- Responsible for the cleaning and sanitation of the kitchen, utensils and equipment used in cooking and serving.
- Moves and stores foodstuffs and supplies delivered to the facility by vendors.
- Aids in supervision of vocational instruction for resident workers and community service workers.
- Responsible for maintaining daily temperature logs, meal counts, and documentation needed for state and federal funds.
- *The above information is intended to outline the general nature and scope of the duties required for this position. It is not an exhaustive list and may vary depending on specific job assignments and responsibilities.

MINIMUM QUALIFICATIONS

- High school diploma or GED.
- Must be able to write, speak, and read English proficiently.
- Must have the ability to work with the equipment, tools, and materials listed in this description, in a safe and sanitary fashion.
- Must have the ability to prepare nutritious meals in large quantities in a timely fashion.
- Must have the ability to maintain effective relationships with superiors, co-workers, and residents.
- Must have the ability to work independently.
- Must have the ability to move and properly store food and supplies delivered by vendors.

*Any equivalent combination of related education and/or experience may be considered for the above requirements.

SUPPLEMENTAL INFORMATION

SCREENING AND COMPLIANCE

The offer of this Bernalillo County position requires compliance with the following:

- Successful completion of a post-offer employment medical examination and background investigation.
- Adherence to all County safety guidelines.
- Complete all FEMA training(s) assigned to this position.
- Possession of a valid New Mexico driver's license by the date of hire and maintenance of a valid license while employed in this position.
- Complete required supervisor training, if applicable.
- Have a negative tuberculosis test.
- Employee must comply with training requirements regarding comprehension and appropriate reaction to adolescent behaviors.

WORKING CONDITIONS

- All work is performed indoors on an even, tiled surface which may be wet, dry, or slick.
- Exposure to temperature extremes and high humidity is common.
- Exposure to vibration while operating equipment.
- Hazards include cuts, burns, electrical shocks, exposure to fumes from bleach and cleaning solvents, and the possibility of hostile or violent encounters with residents.
- Work involves hours other than 8:00 am to 5:00 p.m. Monday through Friday.

- Works alone, or with a select group.

EQUIPMENT, TOOLS, AND EQUIPMENT

- Utilizes the following equipment: Knives and other non-mechanical utensils, mixer and attachments, blender, slicer, range top and oven (either gas or electric), coffee pots, toaster, microwave oven, convection oven, dishwasher, refrigerator, steam table, and other customary institutional food service equipment.
- Utilizes sanitary and safety items including aprons, rubber gloves, mops, brooms, and buckets.
- Worker handles foodstuffs, water, cleaning solvents, bleach, frozen foodstuffs, plastic, rubber, report forms, and other paperwork.

NOTE

- You are not required to disclose information about physical or mental limitations that you believe will not interfere with your ability to do the job. On the other hand, if you want the employer to consider special arrangements to accommodate physical or mental impairment, you may identify that impairment in the space provided and suggest the kind of accommodation that you believe would be appropriate.

MENTAL FUNCTIONS

- Must be able to read, write, understand and communicate in English.
- Must be able to multiply, divide, add, and subtract all units of measurement, manipulate fractions, and compute ratios, rates, and percents.

PHYSICAL FUNCTIONS

- Must have the ability to walk up to one-half of the workday and stand or walk as required throughout an entire workday.
- Must have the ability to sit for periods of up to 30 minutes in a workday.
- Must have the ability to bend at waist, crouch, and kneel up to one (1) hour per day.
- Must be able to climb up and down a three-step ladder three (3) times a day.
- Must have the ability to push and pull with arms up to 20 pounds of force for two (2) hours per day.
- Must have the ability to work with arms extended for up to two (2) hours at one time and up to four (4) hours total per day.
- Must be able to work with arms bent for up to four (4) hours at one time and up to eight (8) hours per day.
- Must have the ability to lift 50 pounds from ground to waist and carry a distance of 40 feet up to two (2) times a day.
- Must have the ability to lift 20 pounds from ground to overhead and from ground to eye-level frequently for a total of one (1) hour per day.

- Must be able to use hands and fingers in order to grasp/manipulate various equipment and materials needed in the performance of essential duties.
- Must be able to coordinate use of eyes and hands in the operation of kitchen equipment.

Additional Description

This job profile is classified as safety-sensitive. Employees with safety-sensitive job profiles are subject to pre-employment, reasonable suspicion, post-accident, return-to-duty, and random drug & alcohol testing in accordance with the organization’s Drug and Alcohol Testing Policy.

Duties that require a Commercial Driver’s License (CDL), firearm(s) use, or are otherwise regulated under the Federal Aviation Administration (FAA), Federal Motor Carrier Safety Administration (FMCSA), or the Omnibus Transportation Employee Testing Act, are subject to all applicable federal drug and alcohol testing requirements. Employees in these federally regulated positions must comply with all DOT testing procedures, including enrollment in a DOT-compliant random testing pool.