

*Phillip Quintana*  
Governor



*Paul Herrera, Sr.*  
Lt. Governor

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Cochiti Pueblo, NM 87072-0070  
PH# (505) 584-9652

**INTERNAL  
POSITION ANNOUNCEMENT  
EP-024-2026**

**POSITION TITLE:** Cook  
**FLSA STATUS:** Non-Exempt  
**POSITION TYPE:** Regular Part-Time (20 hours per week)  
**DEPARTMENT:** Elderly Program  
**REPORTS TO:** Elderly Services Director  
**BACKGROUND LEVEL:** Child Care/Elder  
**STARTING PAY:** \$15.00 hrly.  
**OPENING DATE:** Thursday, March 26, 2026

**Position Summary:**

Under the direct supervision of the Elderly Services Director, the individual will organize, plan, and cook well-balanced and nutritional meals for participants in the Elder Program. Ensures a safe and clean dining and working environment. Maintains confidentiality of all privileged information.

**Minimum Qualifications:**

- High School Diploma or GED plus three years' experience in food service preparation.
- Must possess and maintain a valid Driver's License with a clean driving record and be insured through the Tribe's insurance carrier.
- A pre-employment drug screening and background check through Tribal, State, and Federal inquiries.
- Must be able to provide Food Handler Certification or be willing to obtain one within 30 days of employment.

**Preferred Qualifications:**

- Ability to speak the Keres Language.
- Experience working with the elderly population.

**Essential Duties & Responsibilities:**

- Prepares and serves meals daily for participants in the Elder Program.
- Plans monthly menus and orders food on a bi-weekly basis.
- Maintain monthly inventory of food and meal supplies; purchases, pick up and restocks groceries.
- Performs a daily meal count for each meal served.
- Prepares home delivered trays and/or delivers meals to home bound elders as needed.
- Maintains cleanliness and sanitary conditions of the kitchen.

- Assists elderly as needed during meals.
- Contributes to a team effort and accomplishes related results as required.
- Must maintain a valid food handler certification.
- Maintains confidentiality of all privileged information
- Must be able to lift 25 pounds.
- Performs other duties as assigned.

**Knowledge, Abilities, Skills, and Certifications:**

- Knowledge of traditional form of government and Pueblo customs and traditions.
- Knowledge of the functions and structure of Cochiti Pueblo.
- Knowledge of department organizations, functions, and policies and procedures.
- Knowledge of basic arithmetic.
- Knowledge of records management.
- Ability to maintain a high level of confidentiality.
- Ability to represent Pueblo de Cochiti in a professional manner.
- Ability to make effective decisions in emergency situations.
- Ability to work independently with minimal supervision and exercise independent judgment.
- Ability to handle multiple tasks.
- Ability to interact and maintain good working relationships with individuals of varying social and cultural backgrounds as well as co-workers.
- Ability to demonstrate moral character, honesty, tact, and fairness.
- Ability to work with various schedules and extended work hours.
- Ability to communicate effectively both verbally and in writing.

**Physical Demands:**

While performing the duties of this job, the employee regularly is required to stand, walk, sit, have manual dexterity, talking to individuals and groups. The employee is required to communicate verbally and in writing and work outdoors. The employee must be able to lift and/or move up to 25 pounds.

**Work Environment:**

Work is generally performed in a kitchen setting with moderate noise level. Travel may be required for training, meetings, and conferences, and other events. Evening and/or weekend work may be required.

**CLOSING DATE: April 3, 2026**

**TO APPLY:**

Submit a completed tribal application, cover letter, and resume to Pueblo de Cochiti at: [marsha.chavez@cochiti.org](mailto: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 inquiries, contact (505) 584-3564.

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