



PUEBLO OF ISLETA  
HUMAN RESOURCES DEPARTMENT  
P.O. BOX 1270, ISLETA, NM 87022  
PHONE: (505) 869-7584 FAX: (505) 869-7579  
EMAIL: [poiemployment@isletapueblo.com](mailto:poiemployment@isletapueblo.com)

### VACANCY ANNOUNCEMENT

**POSTING NO: 111-16**

**OPENING DATE: 08/31/2016**

**CLOSING DATE: 09/07/2016**

**POSTED: WITHIN ONLY**

**POSITION: Food Service Aide**

**PAY GRADE: NE2 (\$8.67 to \$10.19 per hour)**

**FLSA STATUS: Non-Exempt**

**DEPARTMENT: Elderly**

**REPORTS TO: Food Services Manager**

**JOB PURPOSE:** This position is located at the Pueblo of Isleta Elderly Center. The incumbent will be driving clients to various destinations in a safe and timely manner; assists in overall food services and provides custodial and maintenance services. Assists in cooking well-balanced and nutritional means to participants in the Elderly Program. Ensures all safety and food handling is in compliance with laws and regulations.

Minimum Qualifications/Requirements:

- High School Diploma/GED preferred.
- One year related work experience.
- Must obtain and maintain Food Handler's Card.
- Ability to speak Tiwa is preferred.
- First Aid and CPR Certification.

Knowledge, Skill and Ability Requirements: Describe how you obtained these Knowledge's, Skills and Ability.

- Knowledge of nutrition, disease prevention and healthcare.
- Knowledge of food, supplies and equipment ordering and inventory control.
- Knowledge of food handling and sanitation techniques.
- Knowledge of occupational hazards and applicable safety practices.
- Knowledge of rules of the road and road signage.
- Knowledge of New Mexico driver and passenger service regulations.
- Skill in the operation of 8, 15 or handicapped passenger vans with the ability to use the handicapped equipment located on vans.
- Skill in the use of cleaning tools, chemicals, cleaners and disinfectants.
- Ability to use a variety of hand tools in performing minor maintenance.
- Ability to lift 50 lbs. frequently.

Other Requirements:

Individual selected is subject to the following:

- Valid New Mexico driver's license with ability to meet Pueblo of Isleta liability insurance requirements and maintain eligibility for insurance.

- Satisfactorily pass a background investigation, with NO prior convictions of any felonies.
- Must comply with the Pueblo of Isleta Drug Free Workplace policies.
- Must have fingerprinting completed prior to employment.

PREFERENCE: Tribal preference and Native American Indian preference applies to all Pueblo of Isleta positions.