PUEBLO OF LAGUNA
JOB ANNOUNCEMENT NO. 2026-76

OPEN TO IN-HOUSE & EXTERNAL APPLICANTS

POSITION: **Detention Cook**
OPENING DATE: **November 10, 2026**
CLOSING DATE: **November 19, 2026**
DEPARTMENT: **Public Safety**
SALARY RANGE: **NE8; $16.75 - $25.13**

Position Summary:
Under direct supervision of the Detention Sergeant, plans and prepares nutritious, well-balanced meals. Maintains cleanliness of food preparation areas, kitchen, utensils, and equipment. Consistently applies the Pueblo's Core Values in support of Workforce Excellence. Maintains confidentiality of all privileged information.

This list of duties and responsibilities is illustrative only of the tasks performed by this position and is not all-inclusive.

Essential Duties & Responsibilities:
- Plans, prepares, and serves well-balanced, nutritious meals and snacks in compliance with established policies, procedures, and nutritional guidelines.
- Submits monthly food reports, daily meal counts, and food service reports on a timely basis.
- Orders food and foodservice related items to ensure the availability of adequate supplies.
- Ensures the safe and appropriate storage of food items including perishables and staples.
- Applies/follows safety guidelines and other applicable procedures in the food preparation and dining areas.
- Maintains a safe and healthy kitchen/dining area environment in accordance with IHS health codes and established policies, procedures, and regulations.
- Washes and dries pots, pans, eating utensils, and other cooking equipment.
- Ensures the confidentiality of inmate information in accordance with relevant privacy protection rules and regulations.
- Obtains required certifications within specified time limits and maintains throughout employment; maintains/enhances skills by attending relevant training and workshops.
- Assists, as directed, the Pueblo's Emergency Management Program in its response to public emergency incidents.
- Contributes to a team effort and accomplishes related results as required.
- Performs other duties as required.

Minimum Qualifications:
- One (1) year of quantity food preparation experience required.
- A combination of culinary arts education and relevant work experience may be considered.
- ICS 100 and ICS 200 Certifications preferred. Must obtain within six (6) months of hire.
- Defensive Driving Certificate preferred. Must obtain within six (6) months of hire.
- Food Handler's Card, CPR, and First Aid certifications preferred. Must obtain within six months of hire.

Background Investigation Requirements:
The Pueblo of Laguna has a Suitability Policy for background investigation processes. Every position in the government operation is reviewed and designated at one of three risk levels. The determination is commensurate with public trust responsibilities and attributes of the position which includes job duties. The Cook is designated as a Low-Risk Public Trust (LRPT) position.

Type of Background Check	Required
Pre-Employment Drug Screening	X
Background Investigation (Criminal Check, Sex Offender Check, Social Security Trace,	

Driving Record, Civil Court Check – if applicable, Tribal Criminal Check – if applicable)	X
Employment Verification, Education / License Verification, Personal Reference Verification	X
Fingerprint Verification	
Must Be Able to Drive a Pueblo Issued Vehicle	X
Other	

Knowledge, Abilities, Skills, and Certifications:

- Knowledge of and skill in the preparation of well-balanced and nutritious meals in large amounts.
- Knowledge of proper and safe food handling, storage, and disposal requirements.
- Knowledge of and skill in menu planning and ordering appropriate amounts of ingredients/supplies.
- Knowledge of basic FEMA policies, regulations, and processes regarding emergency incident response and management.
- Ability to communicate effectively, both verbally and in writing.
- Ability to interact and maintain good working relationships with individuals of varying social and cultural backgrounds.
- Ability and skill to safely operate various cooking equipment, appliances and cutting utensils.
- Ability to work extended hours and various work schedules.
- Ability to work as a team member in a structured working environment.

Physical Demands:

While performing the duties of this job, the employee regularly is required to stand; use hands and fingers to handle or feel; reach with hands and arms; and taste or smell. The employee frequently is required to walk; stoop, kneel, crouch, or crawl; and talk or hear. The employee occasionally is required to sit; and climb or balance. The employee must occasionally lift and/or move up to 100 pounds using appropriate safety measures.

Work Environment:

Work is performed indoors with a moderate noise level. Evening, weekend, and/or holiday work is required. There is frequent interaction with inmates, law enforcement personnel, and court personnel. Exposure to potentially dangerous situations may occur. Travel, though rare, may be required for training, meetings, and other events.

Application Instructions:

- Go to www.lagunapueblo-nsn.gov and click on Employment Opportunities for application instructions and application form. ***Read instructions prior to completing application form; incomplete applications will not be considered.*** Resumes are encouraged but not in lieu of a complete application form.
- All hand delivered documents must be received by the Human Resources Office no later than 4:30 pm (MDT) on the closing date. All electronically mailed documents must be received by the Human Resources Office no later than 11:59pm (MDT) on the closing date.
- Application packets may be submitted by one of the following methods:
    1. E-mail to polemployment@pol-nsn.gov;
    2. Mail to Pueblo of Laguna Human Resources; P.O. Box 194; Laguna, NM 87026
    3. Deliver to the Human Resources Office, 23 Rio San Jose Rd; Laguna, NM 87026
    4. Fax to (505) 552-9675
- For more information, contact HR at (505) 552-5252 or by e-mail at the above address.

LAGUNA TRIBAL MEMBER PREFERENCE APPLIES