

**THE NAVAJO NATION**  
**Department of Personnel Management**  
**JOB VACANCY ANNOUNCEMENT**

REQUISITION NO: DODE70120415

DATE POSTED: 01/05/21

POSITION NO: 244726

CLOSING DATE: 01/19/21

POSITION TITLE: Cook

DEPARTMENT NAME / WORKSITE: DODE/Navajo Head Start / Ft. Defiance, AZ

WORK DAYS: Monday - Friday REGULAR FULL TIME:  GRADE/STEP: BM57A

WORK HOURS: 7am - 3pm PART TIME:  NO. OF HRS./WK.: \_\_\_\_\_ \$ 28,188.00 PER ANNUM

SENSITIVE  SEASONAL:  DURATION : \$ 13.50 PER HOUR

NON-SENSITIVE  TEMPORARY:

**DUTIES AND RESPONSIBILITIES:**

Provides cooked meals for children and staff in Navajo Head Start center(s); Plans and coordinates balanced meals and snacks by utilizing the approved food menu. Ensure that all meals cooked meet the USDA-CACFP requirements. Maintain and operate cooking equipment and supplies; maintains inventory of food supplies; maintains the safety and cleanliness of the kitchen and uses all required safety precautions in preparing food. Assist in preparing and processing of purchase orders for food, supplies and equipment; compiles meal counts and submits to supervisor. Maintains clean and sanitary conditions of kitchen and equipment and dining area, washes dishes, pots and pans; sanitizes tables, chairs, and kitchen equipment. Assist the Health and Nutrition Liaisons with in-service training regarding healthy eating habits; providing information to parents and families on nutritional value of food. Attend nutrition related training and provide nutritional habits education.

**QUALIFICATION REQUIREMENTS: (Education, Experience and Training)**

**Minimum Qualifications:**

- A high school diploma/GED; and one (1) year of experience in large scale institutional cooking; or an equivalent combination of education and experience.

**Special Requirements:**

- Possess a Valid Food Handler's Permit.
- Posses a Valid State Driver's License.

***(To receive full credit for education, certification, or licensure, transcripts, copies of degrees, certificates, and other appropriate documents must be submitted along with employment application.)***

**Special Knowledge, Skills and Abilities:**

Knowledge of established regulations and guidelines concerning food and meal preparation and service. Knowledge of the proper care and use of institutional food preparation equipment. Knowledge of the principles of healthy eating. Knowledge of the proper procedures in cleaning institutional food preparation equipment. Knowledge of the proper temperature for cooking foods in an institutional environment. Skill in planning menus. Skill in maintaining sufficient food supplies. Skill in the use of standard food preparation and cooking equipment. Skill in preparing nutritious and appetizing meals. Ability to prepare and serve large quantities of food and/or meals. Ability to follow oral and written instructions.

**THE NAVAJO NATION GIVES PREFERENCE TO ELIGIBLE AND QUALIFIED APPLICANTS IN ACCORDANCE WITH THE NAVAJO PREFERENCE IN EMPLOYMENT ACT AND VETERANS' PREFERENCE.**