

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

REQUISITION NO: DPS1498401  
POSITION NO: 943194  
POSITION TITLE: \_\_\_\_\_

DATE POSTED: 01/13/14  
CLOSING DATE: 01/27/14

DEPARTMENT NAME / WORKSITE: Department of Corrections/Window Rock, AZ

WORK DAYS: <u>Split-Shift</u>	REGULAR FULL TIME: <input checked="" type="checkbox"/>	GRADE/STEP: <u>Y57A</u>
WORK HOURS: <u>Split-Shift</u>	PART TIME: <input type="checkbox"/>	NO. OF HRS./WK.: <u>40</u> \$ <u>21,486.40</u> PER ANNUM
	SEASONAL: <input type="checkbox"/>	Duration: _____      \$ <u>10.33</u> PER HOUR
	TEMPORARY: <input type="checkbox"/>	_____

**DUTIES AND RESPONSIBILITIES:**

Provide cooked meals for inmates in the detention center, plans and coordinates a balanced meal by maintaining a menu; ensures that all meals cooked meet the USDA requirements; maintains and operates 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; may assist in the processing of purchase orders for food, supplies, and equipment; serves meals to inmates; compiles meal counts and submits reports to supervisor regarding the number of meals served and the cost associated with meals, equipment, and supplies; attends nutrition related training; attends meeting; and may provide guidance and direction to cook aide's and/or temporary staff.

**QUALIFICATION REQUIREMENTS:**

**Education, Experience and Training:**

A High School Diploma or GED; and Two (2) years of experience in large scale institutional cooking; or an equivalent combination of education, training, and experience which provides the capabilities to perform the described duties.

*(In order 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 guidelines and process of safe food preparation and storage; knowledge of meal preparation for a group or number of individuals and serving the food; knowledge of the proper procedures in cleaning the kitchen and its supplies and equipment; knowledge of serving a balanced meal; skill in working in a detention environment/facility; and skill in addressing the needs of food and equipment inventory.

**Special Requirements:**

Must possess a Food Handler's Permit. **PREFERRED:** Must have a valid State Driver's license; and successful completion of a background check and physical examination prior to date of hire.

**VETERANS' PREFERENCE APPLIES**

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