THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO:	DSS05720445	DATE POSTED:	01/13/21
POSITION NO:	947018	CLOSING DATE:	01/27/21
POSITION TITLE:	Cook		
DEPARTMENT NAME / WORKSITE:	NDSS/Department of Child Care and Development/Chinle Regional CCCs/Tsaile, AZ		

WORK DAYS:	Monday to Friday	REGULAR FULL TIME:	☑			GRADE/STEP:	BJ57A
WORK HOURS:	8:00 am to 5:00 pm	PART TIME:	☐	NO. OF HRS./WK.:		$ 24,513.12	PER ANNUM
SENSITIVE	☑	SEASONAL:	☐	DURATION :		$ 11.74	PER HOUR
NON-SENSITIVE	☐	TEMPORARY:	☐				

DUTIES AND RESPONSIBILITIES:

Prepare and cook meals and snacks for children in the child care center, plans and coordinates a balanced meal by maintaining a menu; ensures that all meals cooked meet the USDA-CACFP requirements standards; 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; compiles meal counts and submits reports to supervisor regarding the number of meals served and the cost associated with meals, equipment and supplies. Provides/conducts in-service training regarding healthy eating habits; provide information on nutritional value of food. Attends nutrition related training; may provide nutritional habits education; may provide guidance and direction cook aide's and/or temporary staff.

QUALIFICATION REQUIREMENTS: (Education, Experience and Training)

Minimum Qualifications:

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

Special Requirements:

- A favorable background investigation.
- Possess a valid state driver's license.
- Posses a valid Food Handler's Permit.

(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:

Within 90 Days of Employment obtain 1st Aid/AED/CPR Training and the Navajo Nation Tribal Vehicle Operator's Permit. 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. Skilled in planning menus. Skilled in maintaining sufficient food supplies. Skilled in the use of standard food preparation and cooking equipment. Skilled 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.