THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO:	DSS05720446	DATE POSTED:	01/13/21
POSITION NO:	240407	CLOSING DATE:	01/27/21
POSITION TITLE:	**Cook's Aide**		
DEPARTMENT NAME / WORKSITE:	NDSS/Department of Child Care and Development/Chinle Regional CCCs (KBI)/Chinle, AZ		

WORK DAYS:	Monday to Friday	REGULAR FULL TIME:	☑			GRADE/STEP:	BJ54A
WORK HOURS:	8:00 am to 5:00 pm	PART TIME:	☐	NO. OF HRS./WK.:		$ 18,938.16	PER ANNUM
SENSITIVE	☑	SEASONAL:	☐	DURATION :		$ 9.07	PER HOUR
NON-SENSITIVE	☐	TEMPORARY:	☐				

DUTIES AND RESPONSIBILITIES:

Assists in preparing and cooking foods in accordance with planned menu; cleans kitchen area, cooking equipment, utensils, and surrounding areas to assure sanitary requirements are met; serves meals; stores food in designated area; may assist in purchasing and ordering necessary foods and supplies; performs work of routine difficulty in assisting with planning, organizing, preparation and cooking of meals; attends meetings and training related to health appropriate food preparation.

QUALIFICATION REQUIREMENTS: (Education, Experience and Training)

Minimum Qualifications:

- One (1) year of work experience preparing and cooking food; or an equivalent combination of education and experience.

Special Requirements:

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

<<A favorable background investigation>>

(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 the proper care and use of institutional food preparation equipment; knowledge of the menu selection process. Knowledge of the principles of healthy eating; knowledge of the proper procedures in cleaning institutional food preparation equipment; skill in maintaining sufficient food supplies; skill in interacting with others; skill in preparing nutritious and appetizing 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.