THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO:	**DPS14911460**	DATE POSTED:	02/16/16
POSITION NO:	243740	CLOSING DATE:	02/29/16
POSITION TITLE:	**Food Service Coordinator**		
DEPARTMENT NAME / WORKSITE:	**NDPS / Department of Corrections - Kayenta, Arizona**		

WORK DAYS:	Mon-Fri	REGULAR FULL TIME:	☑		GRADE/STEP:	AB58A
WORK HOURS:	8AM - 5PM	PART TIME:	☐	NO. OF HRS./WK.:	$ 24,128.00	PER ANNUM
		SEASONAL:	☐	DURATION :	$ 11.60	PER HOUR
		TEMPORARY:	☐			

DUTIES AND RESPONSIBILITIES:

Perform duties involving food preparation by coordinating and planning through preparing menus, cooking, service, inspects and ensuring kitchen areas are meeting safety regulations, sanitation codes, and health standards, prepares work schedules, ensures a clean working environment equipment, storage rooms, refrigerators and property, manages budget for kitchen, estimates cost of food needs, intiates requisitions, maintains proper inventory of all kitchen items including proper storage; maintains documents, reports, and records as required, conducts performance appraisals, attends meetings and training in relation to food service and preparation.

QUALIFICATION REQUIREMENTS: (Education, Experience and Training)

Minimum Qualifications:

High School diploma or GED; and three (3) years of experience in large scale institutional cooking, one (1) year of which must have been in a supervisory capacity.

Preferred Qualifications:

A Culinary Arts Certificate; Food Service Sanitation Certificate

Special Requirements:

Possess a Valid State Driver's License; Possess 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:

Obtain Navajo Nation Vehicle Operator's Permit within 90 days of date of hire; Knowledge of materials, methods, and equipment utilize in food preparations and cooking, nutritional values of food items, proper methods of food preparation and cooking, cleaning institutional food utensils and equipment, Perform long range menu planning for large groups; Skill in ordering sufficient food and supplies, interacting with others; Ability to learn and apply health, safety and sanitation regulations.

<<A favorable background investigation is required>>

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