THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO:	**DOH07211570**	DATE POSTED:	**03/07/16**
POSITION NO:	**944951**	CLOSING DATE:	**03/18/16**
POSITION TITLE:	**Cook**		
DEPARTMENT NAME / WORKSITE:	**DOH/Department of Behavioral Health Services/Shiprock, NM**		

WORK DAYS:	Sunday-Saturday	REGULAR FULL TIME:	☑		GRADE/STEP:	AB57A
WORK HOURS:	80 hrs.	PART TIME:	☐	NO. OF HRS./WK.:	$ 22,131.20	PER ANNUM
		SEASONAL:	☐	DURATION :	$ 10.64	PER HOUR
		TEMPORARY:	☐			

DUTIES AND RESPONSIBILITIES:

Provides a full service food service program for the Navajo Regional Behavioral Health Center, and when needed assist with food service for the outpatient treatment centers under the Shiprock Counseling Service Area. Will plan varied menus to ensure that food is appetizing and nutritionally suitable, by meeting the basic food groups, and other applicable policies and statues; prepares and cooks meals according to menu and number of persons to be served; ensures that meals meet USDA requirements; operates standard kitchen equipment; maintains inventory of food supplies and equipment; estimates daily, weekly needs and orders/purchases food, supplies and equipment. Adaptable to working in a Treatment Center environment.

Maintains clean and sanitary conditions of kitchen and equipment and dining area, washes dishes, pots and pans; sanitizes table, chairs and kitchen equipment; serves meals; compiles meal counts and submits required reports; attends nutrition related training; attends meetings; may provide nutritional habits education.

QUALIFICATION REQUIREMENTS: (Education, Experience and Training)

Minimum Qualifications:

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

Preferred Qualifications:

- Certificate in Culinary Arts.
- A valid First Aid and Cardiopulmonary Resuscitation (CPR) Certificate, and a valid state driver's license.

Special Requirements:

- Possess 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:

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 temperature for cooking foods in an institutional environment; knowledge of the proper procedures in cleaning institutional food preparation equipment.

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.

<<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.