

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

REQUISITION NO: DOH1187590

Date Posted: 03/11/13

POSITION NO: 236034

Closing Date: 03/22/13

CLASS CODE: 3849

POSITION TITLE: Cook

DEPARTMENT NAME: Navajo Area Agency on Aging

DEPARTMENT NO: 118 WORKSITE LOCATION: Mexican Springs, NM

WORKS DAYS/HOURS: POSITION TYPE: GRADE: R57A

Days: Monday-Friday

Permanent:

SALARY:

Hours: 8AM to 3PM

Temporary:

Duration: \_\_\_\_\_ \$ 16,689.92 Per Annum

Part-Time:

No. of Hrs/Wk: 32 \$ 10.03 Per Hour

**Position budgeted @ 64 hrs PPE**

**DUTIES AND RESPONSIBILITIES:**

Under general supervision, performs duties of moderate difficulty in preparing and cooking meals according to established guidelines; and performs related work as assigned. Will supervise other Food Service Handlers and other kitchen personnel; maintains clean and sanitary condition of kitchen and equipment and dining area, washes dishes, pots and pans; sanitizes tables, chairs, and kitchen equipment; serves meals; compiles meal counts and submits required reports; attends nutrition related training; attend meetings; provide nutrition education. Shall work with the center supervisor in the purchase, delivery and storage of food and must comply with the Menu Plan. Maintain adequate records and files for daily, weekly and monthly inventories of food and janitorial supplies. Must be knowledgeable in quantity bulk purchasing procedures, pick-up and delivery arrangements of food supplies. Assume driving responsibilities and Delegation of Authority upon occasions when necessary.

**QUALIFICATION REQUIREMENTS:**

**Education and Training:**

A high school graduate or GED; and

**Experience:**

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.

***(To receive full credit for education, certification, or licensure, transcripts, copies of degrees, certificates, and other appropriate documents must be submitted along with the employment application)***

**Special Knowledge, Skills and Abilities:**

Knowledge of established regulation 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. Skill in planning menus. 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 foods and/or meals. Ability to follow oral and written instructions.

**License/Certification Requirements:**

Must possess a Food Handler's Permit. Valid state driver's license, Navajo Nation Vehicle Operator's Permit, First Aid and CPR Certification, **preferred**. May be required to demonstrate fluency in both the Navajo and English languages. **Position requires background check and relevancy assessment prior to employment.**

**VETERANS' PREFERENCE APPLIES**

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

*Revised: 1-15-99*