

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: DPS1497561

Date Posted: 03/11/13

POSITION NO: 946747

Closing Date: 03/22/13

CLASS CODE: 3850

POSITION TITLE: COOK'S AIDE

DEPARTMENT NAME: DPS/Department of Corrections

DEPARTMENT NO: 149 WORKSITE LOCATION: Chinle, AZ

WORKS DAYS/HOURS: POSITION TYPE: GRADE: R540A

Days: Split-Shift

Permanent:

SALARY:

Hours: Split-Shift

Temporary:

Duration: \$ 16,120.00 Per Annum

Part-Time:

No. of Hrs/Wk: 40 \$ 7.75 Per Hour

DUTIES AND RESPONSIBILITIES:

Provide assistance to cooks within the Chinle Youth Corrections by preparing and cooking nutritious food. Assist in planning the daily/monthly menu. Cleans kitchen area and assist in upkeeping of kitchen up to code and standards in regards to cleanliness and sanitary requirements. Serves meals to residents. Assist in maintaining inventory of food, supplies, and equipment for the kitchen. Assist in processing purchase orders. Attend meetings and training related to health and food standards.

QUALIFICATION REQUIREMENTS:

Education and Training:

Experience:

One (1) year of experience preparing and cooking food; 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 the proper care and use of institutional food preparation equipment; of the menu selection process; of the principles of healthy eating; and of the proper procedures in cleaning institutional food preparation equipment. Skill in maintaining sufficient food supplies; in interacting with others; and in preparing nutritious and appetizing meals. Ability to follow oral and written instructions.

License/Certification Requirements:

Must possess a Food Handler's Permit. Must have a valid States Driver's License ***(Preferred)***.

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