

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

REQUISITION NO:         DSS05713474          
POSITION NO:                   204630                    
POSITION TITLE: \_\_\_\_\_

DATE POSTED:                   03/15/17                    
CLOSING DATE:                   03/28/17                  

DEPARTMENT NAME / WORKSITE:         NDSS / Child Care and Development Fund Program / Shiprock, NM          
WORK DAYS:           Mon - Fri           REGULAR FULL TIME:  GRADE/STEP:                   AB57A                    
WORK HOURS:           Varied           PART TIME:  NO. OF HRS./WK.: \_\_\_\_\_ \$           22,131.20           PER ANNUM  
SEASONAL:  DURATION : \_\_\_\_\_ \$           10.64           PER HOUR  
TEMPORARY:  \_\_\_\_\_

**DUTIES AND RESPONSIBILITIES:**

Provide cooked meals and snacks for children in the child care center, plans and coordinates a balanced meal by planning and maintaining a menu; ensures that all meals cooked meet the USDA requirements; maintains and operates cooking equipment and supplies; maintains inventory of food supplies; maintains the safety and cleanliness of the kitchen and uses all required safety precautions in preparing food; may assist in the processing of purchase orders for food, supplies and equipment; compiles meal counts and submits reports to supervisor regarding the number of meals served and the cost associated with meals, equipment and supplies. Provides/conducts in-service training and nutrition lesson plans regarding healthy eating habits; provide information on nutritional value of food to children & staff. Attends nutrition related training; may provide nutritional habits education; may provide guidance and direction of cook aide's. May provide meals for other child care activities.

**QUALIFICATION REQUIREMENTS: (Education, Experience and Training)**

Minimum Qualifications:

- High School Diploma or GED; and one (1) year experience in large scale institutional cooking; or an equivalent combination of education and experience.

Special Requirements:

- Possess a valid Food Handler's Permit.
- Possess a valid state driver's license.

*(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:

Must have good customer services, ability to communicate in Navajo and English language; basic knowledge of the Navajo nation forms and process, basic knowledge of the principles in writing and/or formatting letter styles relating to the situation. Knowledgeable in operation and maintenance of cooking equipment. Good office/telephone etiquette, computer literate, basic filing skills, record keeping, operation of variety

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