

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

REQUISITION NO: DSS05720774 DATE POSTED: 03/16/21  
POSITION NO: 244189 CLOSING DATE: OUF  
POSITION TITLE: Cook  
DEPARTMENT NAME / WORKSITE: Division of Social Services / Child Care & Development Fund Program / Rough Rock, AZ  
WORK DAYS: Monday-Friday REGULAR FULL TIME:  GRADE/STEP: BJ57A  
WORK HOURS: 8:00am-5:00pm PART TIME:  NO. OF HRS./WK.: \_\_\_\_\_ \$ 24,513.12 PER ANNUM  
SENSITIVE  SEASONAL:  DURATION : \_\_\_\_\_ \$ 11.74 PER HOUR  
NON-SENSITIVE  TEMPORARY:  \_\_\_\_\_

**DUTIES AND RESPONSIBILITIES:**

Provide cooked meals for children in the child care center, plans and coordinates a balanced meal by maintaining a menu; ensures that all meals cooked meet the USDA-CACFP 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 regarding healthy eating habits; provide information on nutritional value of food. Attends nutrition related training; may provide nutritional habits education; may provide guidance and direction cook aide's and/or temporary staff.

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

**Minimum Qualifications:**

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

**Special Requirements:**

- Possess a 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:**

Calculate portion sizes to complete menu worksheets. Must like children, ability to work with children. Must possess a food handlers certification/permit. Annual TB test and a three (3) year physical examination required.

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