

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: DSS05715126

DATE POSTED: 04/05/18

POSITION NO: 243971

CLOSING DATE: 04/18/18

POSITION TITLE: Cook

DEPARTMENT NAME / WORKSITE: Division of Social Services / Child Care & Development Fund Program / Tuba City, AZ

WORK DAYS: Monday-Friday REGULAR FULL TIME: GRADE/STEP: AI57A

WORK HOURS: 8:00am-5:00pm PART TIME: NO. OF HRS./WK.: _____ \$ 22,692.80 PER ANNUM

SENSITIVE SEASONAL: DURATION : _____ \$ 10.91 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.