

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

REQUISITION NO: DSS05720873

DATE POSTED: 04/07/21

POSITION NO: 240407

CLOSING DATE: OUF

POSITION TITLE: Cook's Aide

DEPARTMENT NAME / WORKSITE: NDSS/Department of Child Care and Development/Chinle Regional CCCs (KBI)/Chinle, AZ

WORK DAYS: Monday to Friday REGULAR FULL TIME:  GRADE/STEP: BJ54A

WORK HOURS: 8:00 am to 5:00 pm PART TIME:  NO. OF HRS./WK.: \_\_\_\_\_ \$ 18,938.16 PER ANNUM

SENSITIVE  SEASONAL:  DURATION : \_\_\_\_\_ \$ 9.07 PER HOUR

NON-SENSITIVE  TEMPORARY:

**DUTIES AND RESPONSIBILITIES:**

Assists in preparing and cooking foods in accordance with planned menu; cleans kitchen area, cooking equipment, utensils, and surrounding areas to assure sanitary requirements are met; serves meals; stores food in designated area; may assist in purchasing and ordering necessary foods and supplies; performs work of routine difficulty in assisting with planning, organizing, preparation and cooking of meals; attends meetings and training related to health appropriate food preparation.

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

**Minimum Qualifications:**

- One (1) year of work experience preparing and cooking food; or an equivalent combination of education and experience.

**Special Requirements:**

- A favorable background investigation.
- Possess a valid state driver's license.
- Possess a Food Handler's Permit.

**<<A favorable background investigation>>**

***(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:**

Within 90 Days of Employment obtain 1st Aid/AED/CPR Training and the Navajo Nation Tribal Vehicle Operator's Permit. Knowledge of the proper care and use of institutional food preparation equipment; knowledge of the menu selection process. Knowledge of the principles of healthy eating; knowledge of the proper procedures in cleaning institutional food preparation equipment; skill in maintaining sufficient food supplies; skill in interacting with others; skill in preparing nutritious and appetizing meals; ability to follow oral and written instructions.

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