THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO:	**DOH1188860**	DATE POSTED:	**06/23/14**
POSITION NO:	**233633**	CLOSING DATE:	**07/07/14**
POSITION TITLE:	**Cook**		
DEPARTMENT NAME / WORKSITE:	**DOH/Navajo Area Agency on Aging / Tohatchi Senior Center**		

WORK DAYS:	Monday to Friday	REGULAR FULL TIME:	☑		GRADE/STEP:	Y57A
WORK HOURS:	8:00 am to 5:00 pm	PART TIME:	☐	NO. OF HRS./WK.:	$ 21,486.40	PER ANNUM
		SEASONAL:	☐	DURATION :	$ 10.33	PER HOUR
		TEMPORARY:	☐			

DUTIES AND RESPONSIBILITIES:

Under general supervision, performs duties of moderate difficulty in preparing and cooking meals according to established guidelines; and performs related work as assigned. Will supervise other Food Service Handlers and other kitchen personnel; maintains clean and sanitary condition of kitchen and equipment and dining area, washes dishes, pots and pans; sanitizes tables, chairs, and kitchen equipment; serves meals; compiles meal counts and submits required reports; attends nutrition related training; attend meetings; provide nutrition education. Shall work with the center supervisor in the purchase, delivery and storage of food and must comply with the Menu Plan. Maintain adequate records and files for daily, weekly and monthly inventories of food and janitorial supplies. Must be knowledgeable in quantity bulk purchasing procedures, pick-up and delivery arrangements of food supplies. Assume driving responsibilities and Delegation of Authority upon occasions when necessary.

QUALIFICATION REQUIREMENTS: (Education, Experience and Training)

Minimum Qualifications:

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

Preferred Qualifications:

- Certificate in culinary arts.
- A valid First Aid and Cardiopulmonary Resuscitation (CPR) Certificate, and a state driver's license.

Special Requirements:

- Possess a valid 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:

Knowledge of established regulation and guidelines concerning food and meal preparation and service. Knowledge of the proper care and use of institutional food preparation equipment. Knowledge of the principles of healthy eating. Knowledge of the proper procedures in cleaning institutional food preparation equipment. Knowledge of the proper temperature for cooking foods in an institutional environment. Skill in planning menus. Skill in maintaining sufficient food supplies. Skill in the use of standard food preparation and cooking equipment. Skill in preparing nutritious and appetizing meals. Ability to prepare and serve large quantities of foods and/or 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.