THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO:	**DOH11712144**	DATE POSTED:	**06/27/16**
POSITION NO:	**233625**	CLOSING DATE:	**07/11/16**
POSITION TITLE:	**COOK**		
DEPARTMENT NAME / WORKSITE:	**DOH/NAVAJO AREA AGENCY ON AGING - Crownpoint Senior Center, Crownpoint, NM**		

WORK DAYS:	Monday - Friday	REGULAR FULL TIME:	☐			GRADE/STEP:	AB57A
WORK HOURS:	8AM - 4PM	PART TIME:	☑	NO. OF HRS./WK.:	35	$ 19,641.44	PER ANNUM
		SEASONAL:	☐	DURATION :		$ 10.64	PER HOUR
		TEMPORARY:	☐				

DUTIES AND RESPONSIBILITIES:

Plan and prepare hot meals for home delivery and congregate meal participates daily. Tasks require use of specialized knowledge in preparing food for the elderly; daily cleaning and sanitizing kitchen area and equipment; daily cleaning and sanitizing of dishes, pots, pans, utensils, and the food warmer used in the meal process. Assure home deliver meals are packaged and delivered promptly. Clean and sanitize tables and chairs after each meal. Ensure food is properly stored and preserved; daily inspection of the quality of food, utilizing proper storage containers and labels. Ensure storage of food is according to sanitation requirements. Maintain logs of refrigerator and freezer temperatures, food temperatures and daily client tally counts. Maintain a daily inventory of food supplies and its uses. Responsible for daily meal count tabulation, food expenditures and inventory control. Compile monthly reports and submit to supervisor. Purchase food according to approved menu and food inventory. Ensure eligible participants are given first priority to the prepared meals. Supervise kitchen volunteers and physical education, fund raisings, health screenings and field trips. Assume driver responsibilities as required. Attend required trainings and meetings. Maintain a pleasant, clean, orderly environment for congregate meal participants. Be sensitive to elderly needs. Assume driving responsibilities and delegation of authority 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.

Special Requirements:

- A favorable background investigation. ***(If selected for the position, tribal, federal, and state background checks must be completed prior to employment at the applicant's expense.)***
- Possess a valid Food Hander's permit.

(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, 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 equipment. Knowledge of the proper temperature for cooking foods in an institutional environment. Skill in planning menus. Skill in maintain 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 food and/or meals. Ability to follow oral and written instructions.

<<A favorable background investigation is required>>

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