

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

Requisition No: **DSS0577938**
POSITION NO: 237113
CLASS CODE: 3850

Date Posted: **07/01/13**
Closing Date: **07/15/13**

POSITION TITLE: **Cook's Aide**
DEPARTMENT NAME: **Division of Social Services/ Child Care and Development Fund Program**
DEPARTMENT NO: 57 WORKSITE LOCATION: **Greasewood, Arizona**
WORKS DAYS/HOURS: POSITION TYPE: GRADE: R54A
Days: Monday-Friday Permanent:
Hours: 7am-6pm Temporary: SALARY: \$ 16,120.00 Per Annum
Part-Time: Duration: _____ \$ 7.75 Per Hour
No. of Hrs/Wk: 40

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 and Training:

A high school diploma or GED and (*Preferred*)

Experience:

One (1) year experience preparing and cooking food; or an equivalent combination of education, training, and experience which provides the capabilities to perform described duties.

In order to receive full credit for education, certification, or licensure, transcripts, copies of degrees, certificates, and other appropriate documents must be submitted along with the employment application.

Special Knowledge, Skills and Abilities:

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.

License/Certification Requirements (preferred, but not required):

Valid driver's license; no DWI in the last 3 years (Tribal and State); original State Driving Record required at applicant's own expense; original Criminal/Traffic Record required from Navajo Department of Law Enforcement, Toney, AZ, at applicant's own expense; National Criminal Background and Fingerprinting Check required at applicant's own expense; Food Handlers permit; CPR certificate; First Aide certificate within 90 days; complete Physical Exam and TB Skin Test before employment. **Position requires a background check and suitability assessment prior to employment.**

VETERANS PREFERENCE APPLIES.

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

Revised: 1-15-99