

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: DPS0212105

Date Posted: 07/05/10

POSITION NO: 943977

Closing Date: 07/16/10

CLASS CODE: 3849

POSITION TITLE: COOK

DEPARTMENT NAME: Navajo Police Department

DEPARTMENT NO: 21 WORKSITE LOCATION: Navajo Police Training Academy, Toney, Az.

WORKS DAYS/HOURS: POSITION TYPE: GRADE: N570A

Days: Monday to Friday

Permanent:

SALARY:

Hours: 8:00am to 5:00pm

Temporary:

Duration: _____ \$ 20,134.40 Per Annum

Part-Time:

No. of Hrs/Wk: 40 \$ 9.68 Per Hour

DUTIES AND RESPONSIBILITIES:

Plans/Prepares varied menus to ensure that food is appetizing/nutritionally suitable; prepares/cooks meals according to the menu and number of persons to be served; ensures that meals meet the USDA requirements; operates standard kitchen equipment; maintains inventory of food supplies/equipments; estimates daily/weekly needs and orders/purchases food, supplies, and equipment. Maintains clean and sanitary conditions of kitchen and equipment and dining area, washes dishes, pots and pans; sanitizes tables, chairs, and kitchen equipments; serves meals; compiles meal counts and submits required reports; attends nutrition related trainings; attends meetings, may provide nutritional habits education; may provide guidance and direction to Cook's Aide.

QUALIFICATION REQUIREMENTS:

Education and Training:

A high school diploma or GED; and

Experience:

two (2) years of experience in large scale institutional cooking; or an equivalent combination of education, training, and experience which provides the capabilities to perform the described duties.

(To receive full credit for education/training applicant must submit copies of college transcript, certificates, diploma, etc.)

Special Knowledge, Skills and Abilities:

Knowledge of established regulations and guidelines concerning food, meal preparation, services, also the proper care and use of institutional food preparation equipment, principles of healthy eating, proper procedures in cleaning institutional food preparation equipment, proper temperature for cooking foods in institutional environment. Skills in planning menus, maintain sufficient food supplies, also use of standard food preparation and cooking equipment, prepare nutritious/appetizing meals. Ability to follow oral/written instructions.

License/Certification Requirements:

Must possess a current Food Handler's Permit

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