

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: DPS1498919

DATE POSTED: 07/14/14

POSITION NO: 943194

CLOSING DATE: 07/25/14

POSITION TITLE: Cook

DEPARTMENT NAME / WORKSITE DPS/Department of Corrections/ Window Rock, AZ

WORK DAYS: Split-Shift REGULAR FULL TIME: GRADE/STEP: Y57A

WORK HOURS Split-Shift PART TIME: NO. OF HRS./WK.: _____ \$ 21,486.40 PER ANNUM

SEASONAL: DURATION _____ \$ 10.33 PER HOUR

TEMPORARY: _____

DUTIES AND RESPONSIBILITIES:

Provide cooked meals for inmates in the detention center, plans and coordinates a balanced meal by maintaining a menu; ensures that all meals prepared meet USDA requirements; maintains and operates cooking equipment and supplies; maintains inventory of food supplies; maintains the safety and cleanliness of the kitchen and uses all required safety precautions in preparing food; may assist in the processing of purchase orders for food, supplies, and equipment; serves meals to inmates; compiles meal counts and submits reports to supervisor regarding the number of meals served and the cost associated with meals, equipment, and supplies; attends nutrition related training; attends meeting; and may provide guidance and direction to cook's aides and/or temporary staff.

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 valid state driver's license.

Special Requirements:

- Possess a valid Food Handler'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:

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