

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: DOH1198012

Date Posted: 07/15/13

POSITION NO: 233622

Closing Date: 07/26/13

CLASS CODE: 3849

POSITION TITLE: Cook

DEPARTMENT NAME: Navajo Area Agency on Aging/Senior Citizen Center Program

DEPARTMENT NO: 119 WORKSITE LOCATION: Beclabito, NM

WORKS DAYS/HOURS: POSITION TYPE: GRADE: R57A

Days: Monday - Friday

Permanent:

SALARY:

Hours: 8:00 a.m. - 4:00 p.m.

Temporary:

Duration: _____ \$ 16,689.92 Per Annum

Part-Time:

No. of Hrs/Wk: 32 \$ 10.03 Per Hour

DUTIES AND RESPONSIBILITIES: **Position is at 64 hours Per Pay Period**

Under the supervision of Senior Center Supervisor, performs work of routine difficulty in preparing meals according to established guidelines and number of persons to be served; and perform related work duties as required. Plans varied menus to ensure that food is appetizing and nutritionally suitable; prepare meals in quantities according to menus and number of persons to be served; maintains inventory of food supplies and equipment; operate standard kitchen equipment; may prepare and submit required reports; maintains clean and sanitary conditions of the kitchen and equipment; arranges for delivery of necessary food, supplies and equipment; performs related duties as assigned or required.

QUALIFICATION REQUIREMENTS:

Education and Training:

A high school diploma or GED; and

Experience:

Two (2) 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.

Experience in preparing special diet meals, **preferred**.

(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 material, methods, and equipment used in large-scale food preparation; knowledge of established regulations and guidelines concerning food and meal preparation service. Skilled to prepare and serve large quantities of food and/or meals.

License/Certification Requirements:

Must possess a food handler's permit. Valid state driver's license and a Navajo Nation Vehicle Operator's Permit, **preferred**. Obtain within 90 days of employment a Cardiopulmonary Resuscitation (CPR) Certificate, **preferred**
Position requires 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