

**THE NAVAJO NATION**  
**Department of Personnel Management**  
**JOB VACANCY ANNOUNCEMENT**

REQUISITION NO: DOH11824404

DATE POSTED: 07/28/22

POSITION NO: 236034

CLOSING DATE: 08/25/2022 by 5pm

POSITION TITLE: Cook

DEPARTMENT NAME / WORKSITE: Division of Aging & Long Term Care Support - Mexican Springs, NM

WORK DAYS: Monday - Friday REGULAR FULL TIME:  GRADE/STEP: BQ57A

WORK HOURS: 8:00 AM - 5:00 PM PART TIME:  NO. OF HRS./WK.: \_\_\_\_\_ \$ 25,243.92 PER ANNUM

SENSITIVE  SEASONAL:  DURATION : \_\_\_\_\_ \$ 12.09 PER HOUR

NON-SENSITIVE  TEMPORARY:  \_\_\_\_\_

**DUTIES AND RESPONSIBILITIES:**

Plan and prepare hot meals for home delivery and congregate meal participants daily. Tasks require use of specialized knowledge in preparing food for elderly clientele; daily cleaning and sanitizing kitchen area, equipment, dishes, pots, pans, utensils, and food warmers used in the meal process. Assures home delivered meals are packaged and delivered promptly. Cleans and sanitizes tables and chairs after each meal. Ensures food is properly stored and preserved; daily inspection of the quality of food, utilizing proper storage containers and labels. Ensures storage of food is according to sanitation requirements. Maintains logs of refrigerator and freezer temperatures, food temperatures and daily client unit counts. Maintains a daily inventory of food supplies and its uses. Responsible for daily meal unit count tabulation, food expenditures and inventory control. Compile monthly reports for monthly food production and submit to supervisor. Purchase food according to approved menus and food inventory. Ensures eligible clientele are given first priority to prepared meals. Supervise kitchen volunteers, physical education, fund raisings, health screenings and field trips. Assumes driver responsibilities when required. Attend all required trainings and meetings. Maintains a pleasant, clean, orderly, friendly environment when serving elderly clientele in all areas of service delivery; being sensitive to elderly needs, in addition to providing sanitation check off list for center rest rooms. Delegation as assigned.

**QUALIFICATION REQUIREMENTS: (Education, Experience and Training)**

**Minimum Qualifications:**

- A high school diploma/GED; and one (1) year of experience in large scale institutional cooking; or an equivalent combination of education and experience.

**Special Requirements:**

- A favorable background investigation.
- Possess a valid Food Handler's Permit.
- Possess a valid state driver's license.

***(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 regulations and guidelines concerning food and 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 preparation equipment; knowledge of the proper temperature for cooking foods in an institutional kitchen; skill in planning menus; skill in maintaining 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.

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