

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

Requisition No: DSS0576852

Date Posted: 07/30/12

POSITION NO: 240726

Closing Date: 08/10/12

CLASS CODE: 3849

POSITION TITLE: COOK

DEPARTMENT NAME: DIVISION OF SOCIAL SERVICES/CHILD CARE AND DEVELOPMENT FUND PROGRAM

DEPARTMENT NO: 57 WORKSITE LOCATION: CROWNPOINT, NEW MEXICO

WORKS DAYS/HOURS: POSITION TYPE: GRADE: R57A

Days: Monday-Friday Permanent:  SALARY:

Hours: 7:00 AM-6:00 PM Temporary:  Duration: \$ 20,862.40 Per Annum

Part-Time:  No. of Hrs/Wk: 40 \$ 10.03 Per Hour

**DUTIES AND RESPONSIBILITIES:**

Provide cooked meals for children in the child care center, plans and coordinates a balanced meal by maintaining a menu; ensures that all meals cooked meet the USDA-CACFP 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; compiles meal counts and submits reports to supervisor regarding the number of meals served and the cost associated with meals, equipment and supplies. Provides/conducts in-service training regarding healthy eating habits; provide information on nutritional value of food. Attends nutrition related training; may provide nutritional habits education; may provide guidance and direction cook aide's and/or temporary staff.

**QUALIFICATION REQUIREMENTS:**

**Education and Training:**

A high school diploma or GED certificate.

**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:**

Applicant must be able to calculate portions and sizes to complete menu worksheets. Ability to work with children.

**License/Certification Requirements:**

Applicant must possess a Valid State Driver's License and obtain a NN Operator's permit within 90days of employment. **(Preferred)** Applicant with CPR, Basic First Aid and able to do heavy lifting. **(Required)** Food Handler's Permit, Fingerprinting and Background Check Clearance. Must possess a Valid State Driver's License and obtain a NN Operator's Permit within 90 days of 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