

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

REQUISITION NO: DOH1193938

Date Posted: 08/01/11

POSITION NO: 233622

Closing Date: 08/12/11

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: \_\_\_\_\_ \$ 20,862.40 Per Annum

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

**DUTIES AND RESPONSIBILITIES:**

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) years of experience in large scale institutional cooking; or an equivalent combination of training and experience to perform the described duties. ***(To receive full credit for education/training, applicant must submit copies of college transcript, degree, certificate, diploma, permit, etc.)***

**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.

**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**