

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: DPS1492217

Date Posted: 08/02/10

POSITION NO: 940249

Closing Date: 08/16/10

CLASS CODE: 3848

POSITION TITLE: FOOD SERVICES COORDINATOR

DEPARTMENT NAME: DPS/Department of Corrections

DEPARTMENT NO: 149 WORKSITE LOCATION: Chinle, Arizona

WORKS DAYS/HOURS: POSITION TYPE: GRADE: N58A

Days: Split-Shift

Permanent:

SALARY:

Hours: Split-Shift

Temporary:

Duration: _____ \$ 21,944.00 Per Annum

Part-Time:

No. of Hrs/Wk: 40 \$ 10.55 Per Hour

DUTIES AND RESPONSIBILITIES:

Coordinate the functions and activities of properly operating the kitchen within the Department of Corrections. Must plan and oversee food preparation through cooking, serving, and menu preparation, and storage; and inspect and ensure that all food is properly prepared, served, and stored. Must inspect and ensure that the kitchen and dining areas are safe, clean, and secure. Must ensure all areas of food preparation and kitchen area meet health, sanitation, and safety compliance regulations and standards. Supervise cook(s) and cook aide(s). Prepare work schedules. May manage budget regarding expenses such as food, supplies, and equipment. Must conduct inventory control of all food, equipment, and supplies. Maintain records of all items related to kitchen and food preparation. Complete and prepare reports to present to Supervisor. Performs administrative tasks related to subordinates such as performance appraisals and attend meetings and/or training related to food preparation.

QUALIFICATION REQUIREMENTS:

Education and Training:

A High School Diploma or GED; and

Experience:

Three (3) years of experience in large scale institutional cooking, one (1) year which must have been in a supervisory capacity; 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 transcripts, certificates, diploma, etc.)*

Special Knowledge, Skills and Abilities:

Knowledge of materials, methods, and equipment used in food preparation and cooking; of nutritional values of food; of the proper methods of food preparation and cooking; and of proper methods of cleaning institutional food equipment. Skill in performing long range menu planning for large groups; in interacting with others; and in ordering sufficient food and supplies.

License/Certification Requirements:

Must possess a Food Handler's Permit. PREFERRED: a valid State Driver's License, CPR and First Aid Certificate. Must be able to lift and carrying up to 50 lbs of various objects for approximately 20 yards.

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