THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: **DPS14915967** DATE POSTED: 08/06/18

POSITION NO: 941968 CLOSING DATE: OUF

POSITION TITLE: Cook's Aide

DEPARTMENT NAME / WORKSITE: NDPS / Department of Corrections / Chinle, AZ

WORK DAYS: Split Shift REGULAR FULL TIME: ☑ GRADE/STEP: AI54A

WORK HOURS: Split Shift PART TIME: ☐ NO. OF HRS./WK.: $ 17,534.40 PER ANNUM

SENSITIVE ☑ SEASONAL: ☐ $ 8.43 PER HOUR

NON-SENSITIVE ☐ TEMPORARY: ☐ DURATIC

DUTIES AND RESPONSIBILITIES:

Assist in food preparation and cooking per a daily or weekly menu, maintain and sanitize a kitchen environment including cleaning equipment, utensils and surrounding kitchen area. Serve meals, inventory incoming orders and supplies used in the operation of the dining area, restocking and assist in ordering and purchasing necessary food and supplies, Store foods in necessary locations, attend training and meetings in healthy food related programs.

QUALIFICATION REQUIREMENTS: (Education, Experience and Training)

Minimum Qualifications:

- One (1) year of experience preparing and cooking food; or an equivalent combination of educatoin and experience.

Special Requirements:

- Possess a Valid State Driver's License.
- Possess Food Handler's Permit.
- A favorable background investigation.

(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 the proper care and use of institutional food preparation equipment; Knowledge of the menu selection process; Knowledge of the principles of healthy eating; Knowledge of the proper procedures in cleaning institutional food preparation equipment; Skill in maintaining sufficient food supplies; Skill in interacting with others; Skill in preparing nutritious and appetizing 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.