REQUISITION NO: DSS05724600  
DATE POSTED: 08/17/22  
POSITION NO: 240407  
CLOSING DATE: 09/14/2022 by 5 pm  
POSITION TITLE: Cook's Aide  
DEPARTMENT NAME / WORKSITE: NDSS/Department of Child Care and Development/Chinle Regional CCCs (KBI)/Chinle, AZ  
WORK DAYS: Monday to Friday  
WORK HOURS: 8:00 am to 5:00 pm  
SENSITIVE: ☑️  
NON-SENSITIVE: ☐️  
GRADE/STEP: BQ54A  
REGULAR FULL TIME: ☑️  
PART TIME: ☐️  
NO. OF HRS./WK.: $ 19,501.92 PER ANNUM  
SEASONAL: ☐️  
DURATION: $ 9.34 PER HOUR  
TEMPORARY: ☐️

DUTIES AND RESPONSIBILITIES:
Assists in preparing and cooking foods in accordance with planned menu; cleans kitchen area, cooking equipment, utensils, and surrounding areas to assure sanitary requirements are met; serves meals; stores food in designated area; may assist in purchasing and ordering necessary foods and supplies; performs work of routine difficulty in assisting with planning, organizing, preparation and cooking of meals; attends meetings and training related to health appropriate food preparation.

QUALIFICATION REQUIREMENTS: (Education, Experience and Training)

Minimum Qualifications:
• One (1) year of work experience preparing and cooking food; or an equivalent combination of education and experience.

Special Requirements:
• A favorable background investigation.
• Possess a valid state driver’s license.
• Possess a Food Handler’s Permit.
• Within 90 Days of Employment obtain 1st Aid/AED/CPR Training and the Navajo Nation Tribal Vehicle Operator’s Permit, including the Navajo Nation Sexual Harassment and additional required Health and Safety trainings required by funding source.

(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.