

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

REQUISITION NO: DOH1178115

Date Posted: 08/26/13

POSITION NO: 278534

Closing Date: 10/04/13

CLASS CODE: 3849

POSITION TITLE: COOK

DEPARTMENT NAME: NAVAJO AREA AGENCY ON AGING

DEPARTMENT NO: 117 WORKSITE LOCATION: Iyanbito, NM

WORKS DAYS/HOURS: POSITION TYPE: GRADE: R57A

Days: Monday - Friday

Permanent:

SALARY:

Hours: 8 AM - 2 PM

Temporary:

Duration: \_\_\_\_\_ \$ 16,689.92 Per Annum

Part-Time:

No. of Hrs/Wk: 32 \$ 10.03 Per Hour

**Position budgeted at 64 hours PPE**

**DUTIES AND RESPONSIBILITIES:**

Plan and prepare hot meals for home delivery and congregate meal participants daily. Tasks require use of specialized knowledge in preparing food for the elderly; daily cleaning and sanitizing kitchen area and equipment; daily cleaning and sanitizing of dishes, pots, pans, utensils, and the food warmer used in the meal process. Assure home deliver meals are packaged and delivered promptly. Clean and sanitize tables and chairs after each meal. Ensure food is properly stored and preserved; daily inspection of the quality of food, utilizing proper storage containers and labels. Ensure storage of food is according to sanitation requirements. Maintain logs of refrigerator and freezer temperatures, food temperatures and daily client tally counts. Maintain a daily inventory of food supplies and its uses. Responsible for daily meal count tabulation, food expenditures and inventory control. Compile monthly reports and submit to supervisor. Purchase food according to approved menu and food inventory. Ensure eligible participants are given first priority to the prepared meals. Supervise kitchen volunteers and physical education, fund raisings, health screenings and field trips. Assume driver responsibilities as required. Attend required trainings and meetings. Maintain a pleasant, clean, orderly environment for congregate meal participants. Be sensitive to elderly needs. Delegation as assigned.

**QUALIFICATION REQUIREMENTS:**

**Education and Training:**

A High School Diploma or GED; and  
Training - Culinary Arts, **preferred**.

**Experience:**

Two (2) years experience in large scale institutional cooking (with emphasis in geriatric food preparation, **preferred**); or an equivalent combination of education, training and experience which provides the capabilities to perform the described duties.

***(To receive full credit for education, certification, or licensure, transcripts, copies of degrees, certificates, and other appropriate documents must be submitted along with the employment application)***

**Special Knowledge, Skills and Abilities:**

Bilingual and knowledge of established regulations and guidelines concerning food and meal preparation, food services, skilled in menu planning, and ability to read and follow oral and written instructions.

**License/Certification Requirements:**

Must possess a Food Handler's Permit. Valid state driver's license, **preferred**. **Prefer within 60 days of employment:** (1) Navajo Nation Vehicle Operation's Permit; (3) a current Cardiopulmonary Resuscitation (CPR) Certificate; (4) a First Aid Certificate; and (5) pass a Physical Examination.

**Position requires a background check and suitability assessment prior to employment.**

**VETERANS' PREFERENCE APPLIES**

**THE NAVAJO NATION GIVES PREFERENCE TO ELIGIBLE AND QUALIFIED APPLICANTS IN ACCORDANCE WITH THE NAVAJO PREFERENCE IN EMPLOYMENT ACT.**

*Revised: 09/15/2010*