THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: **DSS0574063** Date Posted: **08/29/11**
POSITION NO: 936889 Closing Date: **09/12/11**
CLASS CODE: 3849
POSITION TITLE: **Cook**
DEPARTMENT NAME: Division of Social Services - CCDF Chinle Region
DEPARTMENT NO: 57 WORKSITE LOCATION: Pinon, Arizona
WORKS DAYS/HOURS: POSITION TYPE: GRADE: R57A
Days: Monday - Friday Permanent: ☑ SALARY:
Hours: 7:00 am - 6:00 pm Temporary: ☐ Duration: $ 20,862.40 Per Annum
Part-Time: ☐ No. of Hrs/Wk: 40 $ 10.03 Per Hour

DUTIES AND RESPONSIBILITIES:
Plans varied menus to ensure that food is nutritionally appetizing and suitable for children; prepares and cooks meals according to menu and number of children to be served. Maintains inventory of food and janitorial supplies and equipment; estimates daily, weekly needs and orders/purchases of food, supplies and equipment. Ensures that meals meet USDA-CACFP requirements; operates standard kitchen equipment; maintains inventory of food supplies and equipment; Serves meals; compiles meal counts and submits required reports. Maintains clean and sanitary conditions of food service area; equipment and dining area, washes dishes, pots and pans; sanitizes tables, chairs, and kitchen equipment.

Provides/conducts in-service training regarding healthy eating habits; provide information on nutritional value of food. Attends nutrition related training; attends meetings; may provide nutritional habits education; may provide guidance and direction to Cook's Aide.

QUALIFICATION REQUIREMENTS:
Education and Training:
High School Diploma or GED

Experience:
Two (2) years of experience in large scale institutional cooking; an equivalent combinnation 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 transcript, certificates, diploma, etc.)**

Special Knowledge, Skills and Abilities:
Calculate portion sizes to complete menu worksheets. Must like children, ability to work with children. .

License/Certification Requirements:
CPR, Basic First Aid, Food Handler; ability to do heavy lifting. Fingerprinting, Criminal Background check. Applicant must possess a Valid State Drivers License and obtain a NN Tribal Operators Permit within 90 days of employment.

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***