

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

Requisition No: DOE8606983

Date Posted: 9/10/2012

POSITION NO: 945175

Closing Date: 9/21/2012

CLASS CODE: 3646

POSITION TITLE: Head Start Cook

DEPARTMENT NAME: NAVAJO HEAD START - Tuba City Agency

DEPARTMENT NO: 860 WORKSITE LOCATION: Tuba City, Arizona

WORK DAYS/HOURS: POSITION TYPE: GRADE: V58A

Days: M - F

Permanent:

SALARY:

Hours: 8 am - 5 pm

Temporary:

Duration: 9 months \$ \_\_\_\_\_ Per Annum

Part-Time:

No. of Hrs/Wk: 40 \$ 11.47 Per Hour

**DUTIES AND RESPONSIBILITIES:**

Under general supervision, performs duties of moderate difficulty in preparing and cooking meals according to established guidelines; plans varied menus to ensure that food is appetizing and nutritionally suitable; prepares and cooks meals according to menu and number of persons to be served; ensures that meals meet USDA requirements; operates standard kitchen equipment; maintains inventory of food supplies and equipment; estimates daily, weekly needs and orders food and supplies; maintains clean and sanitary conditions of kitchen, equipment and dining area; washes dishes, pots and pans; sanitizes tables, chairs, and kitchen equipment; serves meals; compiles meal counts and submits required reports; attends nutrition related training; may provide nutritional habits education; and attend meetings.

**MINIMUM QUALIFICATIONS:**

A high school diploma or GED; and two (2) years of experience in large scale institutional cooking including food safety procedures, inventory systems, USDA and other food service documentation; or an equivalent combination of education, training, and experience which provides the capabilities to perform described duties.

**To receive full credit for education and/or experience, submit copies of diplomas, degrees, transcripts, certificates, etc.**

**KNOWLEDGE AND SKILLS:**

Knowledge of established regulations and guidelines concerning food and meal preparation and service; knowledge of the proper care and use of institutional food preparation equipment; knowledge of the principles of healthy eating; knowledge of proper procedures in cleaning and maintaining institutional food preparation equipment; knowledge of proper temperatures for cooking foods in an institutional environment; skill in planning and preparing menus; skill in preparing nutritious and appetizing meals; ability to prepare and serve large quantities of food and/or meals.

**PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT:**

Work involves moderate physical effort in an institutional cooking environment; also requires lifting and bending; exposure to children and their sicknesses or diseases; exposure to chemicals and cleaning supplies.

**LICENSE / CERTIFICATION REQUIREMENTS:**

Must pass a criminal background check and employee assessment prior to employment. Must possess a current Food Handler's Permit. Within 90 days of employment must obtain a physical examination, First Aid Certification, and Cardiopulmonary Resuscitation (CPR) Certification.

**\*\* UNION POSITION**

**VETERAN PREFERENCE APPLIES**

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

*Revised: 9/18/2006*