

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: DPS1497005
POSITION NO: 942120
CLASS CODE: 3849

Date Posted: 09/10/12
Closing Date: 09/21/12

POSITION TITLE: COOK
DEPARTMENT NAME: DPS/Department of Corrections
DEPARTMENT NO: 149 WORKSITE LOCATION: Tohatchi, NM
WORKS DAYS/HOURS: POSITION TYPE: GRADE: R57A
Days: Split-Shift Permanent:
Hours: Split-Shift Temporary: Duration: \$ 20,862.40 Per Annum
Part-Time: No. of Hrs/Wk: 40 \$ 10.03 Per Hour

DUTIES AND RESPONSIBILITIES:

Provide cooked meals for inmates in the detention center, plans and coordinates a balanced meal by maintaining a menu; ensures that all meals cooked meet the USDA requirements; maintains and operates cooking equipment and supplies; maintains inventory of food supplies; maintains the safety and cleanliness of the kitchen and uses all required safety precautions in preparing food; may assist in the processing of purchase orders for food, supplies, and equipment; serves meals to inmates; compiles meal counts and submits reports to supervisor regarding the number of meals served and the cost associated with meals, equipment, and supplies; attends nutrition related training; attends meeting; and may provide guidance and direction to cook aide's and/or temporary staff.

QUALIFICATION REQUIREMENTS:

Education and Training:

A High School Diploma or GED; and

Experience:

Two (2) years of experience in large scale institutional cooking; or an equivalent combination 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 transcripts, certificates, diploma, etc)***

Special Knowledge, Skills and Abilities:

Knowledge of guidelines and process of safe food preparation and storage; knowledge of meal preparation for a group or number of individuals and serving the food; knowledge of the proper procedures in cleaning the kitchen and its supplies and equipment; knowledge of serving a balanced meal; skill in working in a detention environment/facility; and skill in addressing the needs of food and equipment inventory.

License/Certification Requirements:

Must possess a Food Handler's Permit. Must have a valid States Driver's License ***(Preferred)***.

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