THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: **DOH1189230** DATE POSTED: **09/15/14**

POSITION NO: **000000** CLOSING DATE: **OUF**

POSITION TITLE: **Cook**

DEPARTMENT NAME / WORKSITE: **DOH/Navajo Area Agency on Aging / Senior Centers Navajo Nation Wide**

WORK DAYS: Monday to Friday

WORK HOURS: 8:00 am to 5:00 pm

REGULAR FULL TIME: ☑

PART TIME: ☐ NO. OF HRS./WK.:

SEASONAL: ☐ DURATION :

TEMPORARY: ☐

GRADE/STEP: Y57A

$ 21,486.40 PER ANNUM

$ 10.33 PER HOUR

DUTIES AND RESPONSIBILITIES:

Under general supervision, performs duties of moderate difficulty in preparing and cooking meals according to established guidelines; and performs related work as assigned.

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/purchases food, supplies, and equipment.

Maintains clean and sanitary conditions of kitchen and 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; attends meetings; may provide nutritional habits education; may provide guidance and direction to Cook's Aide.

QUALIFICATION REQUIREMENTS: (Education, Experience and Training)

Minimum Qualifications:

- A high school diploma or GED; and one (1) year of experience in large scale institutional cooking.

Preferred Qualifications:

- Certificate in Culinary Arts.
- A valid First Aid and Cardiopulmonary Resuscitation (CPR) Certificate, and a valid state driver's license.

Special Requirements:

- Possess a valid Food Handler's permit.
- A favorable background investigation.

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