

**THE NAVAJO NATION  
DEPARTMENT OF PERSONNEL MANAGEMENT  
JOB VACANCY ANNOUNCEMENT**

Requisition No: DOH1208168  
POSITION NO: 278183  
CLASS CODE: 3849

Date Posted: 09/23/13  
Closing Date: 10/04/13

POSITION TITLE: COOK  
DEPARTMENT NAME: Navajo Area Agency on Aging  
DEPARTMENT NO: 120 WORKSITE LOCATION: LeChee, AZ  
WORKS DAYS/HOURS: POSITION TYPE: GRADE: R57A  
Days: MON - FRI Permanent:  SALARY:  
Hours: 8:00 am - 4:00 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:**

Prepares meals in quantities according to prescribed menu and number of persons to be served; maintains inventory of food supplies and equipment; estimates daily/weekly needs and orders/purchases food supplies and equipment; operates standard kitchen equipment; collects and compiles statistics related to meals prepared/served, client information, etc.; prepares and submits required reports; maintains clean and sanitary conditions of kitchen, storage room, refrigerator, stoves, and other equipment in compliance with OEH standards; maintains strict sanitary conditions in regard to dishes, utensil, and kitchen linens; seeks assistance from other community agencies to successfully provide services to the elderly; will assist and plan activities for elderly within scope of Senior Center operations; other duties as required or assigned.

**QUALIFICATION REQUIREMENTS:**

**Education, Experience and Training:**

A high school diploma or GED; and 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, 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:**

Knowledge of materials, methods, and equipment used in large-scale food preparation; knowledge of established regulations and guidelines concerning food and/or meals; ability to develop and maintain positive working relationships with the community. Fluency in the Navajo language is strongly preferred.

**License/Certification Requirements:**

Must possess a food handler's permit.

**\*\*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: 1-15-99*