

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: DOH1162519

Date Posted: 10/25/10

POSITION NO: 276478

Closing Date: 11/05/10

CLASS CODE: 3849

POSITION TITLE: Cook

DEPARTMENT NAME: NDOH/Navajo Area Agency on Aging-Forest Lake Senior Center

DEPARTMENT NO: 116 WORKSITE LOCATION: Forest Lake, AZ

WORKS DAYS/HOURS: POSITION TYPE: GRADE: N570A

Days: M-F

Permanent:

SALARY:

Hours: 8am-4pm

Temporary:

Duration: _____ \$ 19,127.68 Per Annum

Part-Time:

No. of Hrs/Wk: 38 \$ 9.68 Per Hour

Position budgeted at 76 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 complies statistical 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 condition in regard to dishes, utensils, 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 and Training:

A high school diploma or GED; and

Experience:

Two years (2) 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. Experience in preparing special diet meals, *preferred*.

(To receive full credit for education/training, applicant must submit copies of college transcripts, degree, certificates, diploma, etc.)

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 community. Fluency in the Navajo language strongly preferred.

License/Certification Requirements:

Must possess a Food Handler's Permit.

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