THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: **DPS1498272** Date Posted: **11/04/13**

POSITION NO: **942120** Closing Date: **11/18/13**

CLASS CODE: **3849**

POSITION TITLE: **COOK**

DEPARTMENT NAME: **DPS/Department of Corrections**

DEPARTMENT NO: **149** WORKSITE LOCATION: **Crownpoint, New Mexico**

WORKS DAYS/HOURS:

Days: **Split-Shift**

Hours: **Split-Shift**

POSITION TYPE:

Permanent: ☑

Temporary: ☐ Duration: _____

Part-Time: ☐ No. of Hrs/Wk: **40**

GRADE: **Y57A**

SALARY:

$ **21,486.40** Per Annum

$ **10.33** 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, 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 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***