THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: **DSS0577273** | Date Posted: **12/03/12**

POSITION NO: **240712** | Closing Date: **12/14/12**

CLASS CODE: **3849**

POSITION TITLE: **COOK**

DEPARTMENT NAME: **Division of Social Services - CCDF Chinle Region**

DEPARTMENT NO: **57** | WORKSITE LOCATION: **Tsaile, Arizona**

WORKS DAYS/HOURS:
Days: **Monday - Friday**
Hours: **7:30 am to 5:30 pm**

POSITION TYPE:
Permanent: ☑
Temporary: ☐ Duration:
Part-Time: ☐ No. of Hrs/Wk: **40**

GRADE: **R57A**
SALARY:
$ **20,862.40** Per Annum
$ **10.03** Per Hour

DUTIES AND RESPONSIBILITIES:
Plans varied menus to ensure that food is nutritionally appetizing and suitable for children; prepares and cooks meals according to menu and number of children to be served. Maintains inventory of food and janitorial supplies and equipment; estimates daily, weekly needs and orders/purchases of food, supplies and equipment. Ensures that meals meet USDA-CACFP requirements; operates standard kitchen equipment; maintains inventory of food supplies and equipment; Serves meals; compiles meal counts and submits required reports. Maintains clean and sanitary conditions of food service area; equipment and dining area, washes dishes, pots and pans; sanitizes tables, chairs, and kitchen equipment.

Provides/conducts in-service training regarding healthy eating habits; provide information on nutritional value of food. Attends nutrition related training; attends meetings; may provide nutritional habits education; may provide guidance and direction to Cook's Aide.

QUALIFICATION REQUIREMENTS:
Education and Training:
High School Diploma or GED; and

Experience:
Two (2) years of experience in large scale institutional cooking; 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 transcript, certificates, diploma, etc.)***

Special Knowledge, Skills and Abilities:
Calculate portion sizes to complete menu worksheets. Must like children, ability to work with children.

License/Certification Requirements:
Must possess a Food Handler's Permit . **PREFERRED:** Must have Federal Background Check Report and the Navajo Nation Background Report, Updated Food handler card, First Aid and CPR certificate, Fire Safety Training; ability to do heavy lifting.

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***