

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

Requisition No: DSS0577274
POSITION NO: 204630
CLASS CODE: 3849

Date Posted: 12/03/12
Closing Date: 12/14/12

POSITION TITLE: COOK
DEPARTMENT NAME: DIVISION OF SOCIAL SERVICES/CHILD CARE AND DEVELOPMENT FUND PROGRAM
DEPARTMENT NO: 57 WORKSITE LOCATION: Shiprock, New Mexico
WORKS DAYS/HOURS: POSITION TYPE: GRADE: R57A
Days: Monday-Friday Permanent:
Hours: 7:00 AM-6:00 PM Temporary: Duration: SALARY: \$ 20,862.40 Per Annum
Part-Time: No. of Hrs/Wk: 40 \$ 10.03 Per Hour

DUTIES AND RESPONSIBILITIES:

Provide cooked meals for children in the child care center, plans and coordinates a balanced meal by maintaining a menu; ensures that all meals cooked meet the USDA-CACFP 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; compiles meal counts and submits reports to supervisor regarding the number of meals served and the cost associated with meals, equipment and supplies. Provides/conducts in-service training regarding healthy eating habits; provide information on nutritional value of food. Attends nutrition related training; may provide nutritional habits education; may provide guidance and direction cook aide's and/or temporary staff.

QUALIFICATION REQUIREMENTS:

Education and Training:

A high school diploma or GED certificate; and

Experience:

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/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: CPR, Basic First Aid; ability to do heavy lifting. Fingerprinting and Background Check Clearance. A valid State Driver's License.

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