THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO:	**DPS1499618**	DATE POSTED:	**12/08/14**
POSITION NO:	**944380**	CLOSING DATE:	**OUF**
POSITION TITLE:	**Food Service Coordinator**		
DEPARTMENT NAME / WORKSITE:	**Department of Corrections/ Crownpoint, NM**		

WORK DAYS:	Split-Shift	REGULAR FULL TIME:	☑		GRADE/STEP:	AB54A
WORK HOURS:	Split-Shift	PART TIME:	☐	NO. OF HRS./WK.:	$ 24,128.00	PER ANNUM
		SEASONAL:	☐	DURATION :	$ 11.60	PER HOUR
		TEMPORARY:	☐			

DUTIES AND RESPONSIBILITIES:

Coordinates the functions and activities of properly operating the kitchen with the Corrections facility. Plans and oversees food preparation through cooking, serving, menu preparation, storage, and inspect to ensure that all food is properly prepared, served and stored. Must inspect and ensure that the kitchen and dining areas are safe, clean, and secure. Must ensure all areas of food preparation and kitchen area meet health, sanitation, and safety compliance regulations and standards. Supervise cook(s) and cook aide(s). Prepare work schedules. May manage budget regarding expenses such as food, supplies, and equipment. Must conduct inventory control of all food, equipment, and supplies. Maintain records of all items related to kitchen and food preparation. Complete and prepare reports to present to Supervisor. Performs administrative tasks related to subordinates such as performance appraisals and attend meetings and/or training related to food preparation.

QUALIFICATION REQUIREMENTS: (Education, Experience and Training)

Minimum Qualifications:

- A high school diploma or GED; and three (3) years of experience in large scale institutional cooking, one (1) year of which must have been in a supervisory capacity.

Preferred Qualifications:

- A Culinary Arts Certificate; Food Service Sanitation Certificate

Special Requirements:

- Possesses a Food Handler's Permit.
- Possess a valid state driver's license

(To receive full credit for education, certification, or licensure, transcripts, copies of degrees, certificates, and other appropriate documents must be submitted along with employment application.)

Special Knowledge, Skills and Abilities:

Knowledge of materials, methods, and equipment used in food preparation and cooking; of nutritional values of food; of the proper methods of food preparation and cooking; and of proper methods of cleaning institutional food equipment. Skill in performing long range menu planning for large groups; in interacting with others; and in ordering sufficient food and supplies.

<<A favorable background investigation is required>>

THE NAVAJO NATION GIVES PREFERENCE TO ELIGIBLE AND QUALIFIED APPLICANTS IN ACCORDANCE WITH THE NAVAJO PREFERENCE IN EMPLOYMENT ACT AND VETERANS' PREFERENCE.