

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

Requisition No: DOE7284369
POSITION NO: 945626
CLASS CODE: 3646

Date Posted: 12/12/11
Closing Date: 12/23/11

POSITION TITLE: HEAD START COOK**
DEPARTMENT NAME: NAVAJO HEAD START - CHINLE AGENCY
DEPARTMENT NO: 728 WORKSITE LOCATION: Nazlini, AZ
WORKS DAYS/HOURS: M-F POSITION TYPE: Permanent: GRADE: V58A
Hours: 40 hours per week Temporary: SALARY: \$ Per Annum
Part-Time: Duration: \$ Per Hour
No. of Hrs/Wk: \$ \$11.47 Per Hour

DUTIES AND RESPONSIBILITIES:

Plans varied menus to ensure that food is appetizing and nutritionally suitable; prepares meals in quantities according to 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; operate standard kitchen equipment; may prepare and submit required reports; maintains clean and sanitary conditions of the kitchen and equipment; arranges for delivery of necessary food, supplies and equipment; performs related duties as assigned or required.

QUALIFICATION REQUIREMENTS:

Education and Training:

A high school diploma or GED; and

Experience:

two (2) years experience in large scale institutional cooking including sanitation and safety procedures, inventory systems, USDA and other food service documentation; or an equivalent combination of education, training and experience which provided the capabilities to perform the described duties. **(to receive full credit for education/training applicant must submit copies of college transcript, certificates, diplomas, etc.)**

Special Knowledge, Skills and Abilities:

Knowledge of material, methods, and equipment used in large-scale food preparation; knowledge of established regulations and guidelines concerning food and meal preparation and service. Ability to prepare and serve large quantities of food and/or meals. Skilled in the use of standard food preparation and cooking equipment; skilled in planning menus on a periodic basis.

License/Certification Requirements:

Must possess a Food Handler's Permit and a valid state driver's license. Must pass a criminal background investigation (fingerprinting and assessment) and a physical examination with TB clearance prior to employment. Within 90 days of employment must obtain a Navajo Nation Vehicle Operator's Permit, a current Cardiopulmonary Resuscitation (CPR) Certificate, and a First Aid Certificate.

****UNION POSITION**

"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