

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: DOH1187268

Date Posted: 12/17/12

POSITION NO: 233619

Closing Date: 12/31/12

CLASS CODE: 3849

POSITION TITLE: COOK

DEPARTMENT NAME: Navajo Area Agency on Aging

DEPARTMENT NO: 118 WORKSITE LOCATION: Sawmill, AZ

WORKS DAYS/HOURS: _____ POSITION TYPE: _____ GRADE: R57A

Days: Monday-Friday

Permanent:

SALARY: _____

Hours: 8AM to 3PM

Temporary:

Duration: _____ \$ 16,689.92 Per Annum

Part-Time:

No. of Hrs/Wk: 32 \$ 10.03 Per Hour

DUTIES AND RESPONSIBILITIES:

Under general supervision, performs duties of moderate difficulty in preparing and cooking meals according to established guidelines; and performs related work as assigned. Will supervise other Food Service Handlers and other kitchen personnel; maintains clean and sanitary condition of kitchen and equipment and dining area, washes dishes, pots and pans; sanitizes tables, chairs, and kitchen equipment; serves meals; compiles meal counts and submits required reports; attends nutrition related training; attend meetings; provide nutrition education. Shall work with the center supervisor in the purchase, delivery and storage of food and must comply with the Menu Plan. Maintain adequate records and files for daily, weekly and monthly inventories of food and janitorial supplies. Must be knowledgeable in quantity bulk purchasing procedures, pick-up and delivery arrangements of food supplies. Assume driving responsibilities and Delegation of Authority upon occasions when necessary.

QUALIFICATION REQUIREMENTS:

Education and Training:

A high school diploma or GED; 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 transcripts, degree, diploma, certificates, permits, etc.

Special Knowledge, Skills and Abilities:

License/Certification Requirements:

Must possess a food handler's permit. Must pass a criminal background investigation (fingerprinting and adjudication). Valid State Driver's License, Navajo Nation Vehicle Operator's Permit, First Aid and CPR Certification, ***preferred***. May be required to demonstrate fluency in both the Navajo and English languages.

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