

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: DOH1172722

Date Posted: 12/20/10

POSITION NO: 233625

Closing Date: 01/31/11

CLASS CODE: 3849

POSITION TITLE: Cook

DEPARTMENT NAME: NAVAJO AREA AGENCY ON AGING

DEPARTMENT NO: 117 WORKSITE LOCATION: Crownpoint, New Mexico

WORKS DAYS/HOURS: POSITIONS TYPE: GRADE: N570A

Days: Monday - Friday

Permanent:

SALARY:

Hours: 8AM to 3PM

Temporary:

Duration: _____ \$ 15,100.80 Per Annum

Part-Time:

No. of Hrs/Wk: 30 \$ 9.68 Per Hour

DUTIES AND RESPONSIBILITIES:

Plan and prepare hot meals for home delivery and congregate meal participants daily. Tasks require use of specialized knowledge in preparing food for the elderly; daily cleaning and sanitizing kitchen area and equipment; daily cleaning and sanitizing of dishes, pots, pans, utensils, and the food warmer used in the meal process. Assure home delivery meals are packaged and delivered promptly. Clean and sanitize tables and chairs after each meal. Ensure food is properly stored and preserved; daily inspection of the quality of food, utilizing proper storage containers and labels. Ensure storage of food is according to sanitation requirements. Maintain logs of refrigerator and freezer temperatures, food temperatures and daily clients tally counts. Maintain a daily inventory of food supplies and its uses. Responsible for daily meal count tabulation, food expenditures and inventory control.

Compile monthly reports and submit to supervisor. Purchase food according to approved menu and food inventory. Ensure eligible participants are given first priority to the prepared meals. Supervise kitchen volunteers and others as assigned. Coordinates or assist with extracurricular senior center activities i.e., nutrition and physical education, fund raisings, health screenings and field trips. Assume driver responsibilities as required. Maintain a pleasant, clean, orderly environment for congregate meal participants. Be sensitive to elderly needs. Delegation as assigned.

QUALIFICATION REQUIREMENTS:

Education and Training:

A high school diploma or GED; and special training in menu planning and elder health issues.

Experience:

Two (2) years of experience in large scale institutional or an equivalent combination of education, training, and experience which provides the capabilities to perform the described duties.

Cooking with emphasis in geriatric food preparation, *preferred*.

(To receive full credit for education/training, applicant must submit copies of college transcripts, degree, certificates, diploma, etc.)

Special Knowledge, Skills and Abilities:

Bilingual, knowledge of established regulations and guidelines concerning food and meal preparation, food services, skilled in menu planning, good math skills (preferred but not required), ability to read, follow oral and written instructions.

License/Certification Requirements:

Must possess a Food Handler's Permit.

PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT:

Work requires lifting, moving, carrying, and transporting supplies weighing up to 25 pounds

VETERANS' PREFERENCE APPLIES

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

Revised: 06/03/2010