

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: DOH1182721

Date Posted: 12/20/10

POSITION NO: 239940

Closing Date: 01/04/11

CLASS CODE: 3849

POSITION TITLE: COOK

DEPARTMENT NAME: Navajo Area Agency on Aging

DEPARTMENT NO: 118 WORKSITE LOCATION: Crystal, New Mexico

WORKS DAYS/HOURS: _____ POSITION TYPE: _____ GRADE: N570A

Days: Monday-Friday

Permanent:

SALARY

Hours: 8AM to 5PM

Temporary:

Duration: _____ \$ 17,617.60 Per Annum

Part-Time:

No. of Hrs/Wk: 35 \$ 9.68 Per Hour

POSITION BUDGETED AT 70 HOURS

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 graduate 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 transcripts, degree, diploma, certificates, etc.)

Special Knowledge, Skills and Abilities:

License/Certification Requirements:

Must possess a Food Handler's Permit. 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