THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO:	**DPS1499671**	DATE POSTED:	**12/22/14**
POSITION NO:	**942113**	CLOSING DATE:	**01/08/15**
POSITION TITLE:	**Cook**		
DEPARTMENT NAME / WORKSITE:	**Department of Corrections/ Shiprock, NM**		

WORK DAYS:	Split-Shift	REGULAR FULL TIME:	☑	GRADE/STEP:	AB57A
WORK HOURS:	Split-Shift	PART TIME:	☐ NO. OF HRS./WK.:	$ 22,131.20	PER ANNUM
		SEASONAL:	☐ DURATION :	$ 10.64	PER HOUR
		TEMPORARY:	☐		

DUTIES AND RESPONSIBILITIES:

Provide cooked meals for inmates in the detention center, plans and coordinates a balanced meal by maintaining a menu; ensures that all meals prepared meet USDA requirements; maintains and operates cooking equipment and supplies; maintains inventory of food supplies; maintains the safety and cleanliness of the kitchen and uses all required safety precautions in preparing food; may assist in the processing of purchase orders for food, supplies, and equipment; serves meals to inmates; compiles meal counts and submits reports to supervisor regarding the number of meals served and the cost associated with meals, equipment, and supplies; attends nutrition related training; attends meeting; and may provide guidance and direction to cook's aides and/or temporary staff.

QUALIFICATION REQUIREMENTS: (Education, Experience and Training)

Minimum Qualifications:

- A high school diploma or GED; and one (1) year of experience in large scale institutional cooking.

Preferred Qualifications:

- Certificate in Culinary Arts.
- A valid First Aid and Cardiopulmonary Resuscitation (CPR) Certificate, and a valid state driver's license.

Special Requirements:

- Posses a valid Food Handler's permit.

(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 established regulations and guidelines concerning food and meal preparation and service, proper care and use of institutional food preparation equipment; knowledge of proper cleaning institutional food preparation equipment; proper temperature for cooking foods in an institutional environment; planning menus; maintaining sufficient food supplies; standard food preparation and cooking equipment; preparing nutritious and appetizing meals; ability to prepare and serve large quantities of food and/or meals; ability to follow oral and written instructions. **Incumbents must obtain an annual TB Test and Physical Examination every two (2) years.

<<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.