THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: **DSS0575033** Date Posted: 12/27/11
POSITION NO: 240015 Closing Date: 01/10/12
CLASS CODE: 3849
POSITION TITLE: **Cook**
DEPARTMENT NAME: DSS/Southwest Regional Office - CCDF Program
DEPARTMENT NO: 57 WORKSITE LOCATION: Leupp, AZ
WORKS DAYS/HOURS: POSITION TYPE: GRADE: R57A
Days: Monday - Friday Permanent: ☑ SALARY:
Hours: 7am-6pm Temporary: ☐ Duration: $ 20,862.40 Per Annum
Part-Time: ☐ No. of Hrs/Wk: 40 $ 10.03 Per Hour

DUTIES AND RESPONSIBILITIES:
Plans varied menus to ensure that food is nutritionally appetizing and suitable for children; prepares and cooks meals according to menu and number of children to be served. Maintains inventory of food and janitorial supplies and equipment; estimates daily, weekly needs and orders/purchases of food, supplies and equipment. Ensures that meals meet USDA-CACFP requirements; operates standard kitchen equipment; maintains inventory of food supplies and equipment; Serves meals; compiles meal counts and submits required reports. Maintains clean and sanitary conditions of food service area; equipment and dining area, washes dishes, pots and pans; sanitizes tables, chairs, and kitchen equipment.

Provides/conducts in-service training regarding healthy eating habits; provide information on nutritional value of food. Attends nutrition related training; attends meetings; may provide nutritional habits education; may provide guidance and direction to Cook's Aide.

QUALIFICATION REQUIREMENTS:
Education and Training:
High School Diploma or GED

Experience:
Two (2) years of experience in large scale institutional cooking; an equivalent combinnation 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 transcript, certificates, diploma, etc.)***

Special Knowledge, Skills and Abilities:
Calculate portion sizes to complete menu worksheets. Must like children, ability to work with children.

License/Certification Requirements:
Must possess a valid state drivers license and obtain a Navajo Nation Operators permit within 90 days of employment. Must possess a current Food Handlers Permit. Applicant must complete fingerprinting and background clearance prior to employment. CPR, First Aide required.

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***