THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

Requisition No: **DSS0576522** Date Posted: **05/07/12**
POSITION NO: 936889 Closing Date: **OUF**
CLASS CODE: 3849
POSITION TITLE: **COOK**
DEPARTMENT NAME: **NDSS/CHINLE REGION - CHILD CARE DEVELOPMENT FUND PROGRAM**
DEPARTMENT NO: 57 WORKSITE LOCATION: **Pinon, AZ**
WORKS DAYS/HOURS: POSITION TYPE: GRADE: R57A
Days: Mon-Fri 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:
Provide cooked meals for children in the child care center, plans and coordinates a balanced meal by maintaining a menu; ensures that all meals cooked meet the USDA-CACFP 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; compiles meal counts and submits reports to supervisor regarding the number of meals served and the cost associated with meals, equipment and supplies. Provides/conducts in-service training regarding healthy eating habits; provide information on nutritional value of food. Attends nutrition related training; may provide nutritional habits education; may provide guidance and direction cook aide's and/or temporary staff.

QUALIFICATION REQUIREMENTS:
Education and Training:
A high school diploma or GED certificate.

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 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 (preferred, but not required):
CPR, Basic First Aid,; ability to do heavy lifting. Fingerprinting and Background Check Clearance. Must possess a Food Handlers Permit and a valid State Driver's License

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***