

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

Requisition No: DOH1202769
POSITION NO: 278184
CLASS CODE: 3849

Date Posted: 01/18/11
Closing Date: 01/31/11

POSITION TITLE: Cook
DEPARTMENT NAME: Navajo Area Agency on Aging
DEPARTMENT NO: 120 WORKSITE LOCATION: Gap, Arizona
WORKS DAYS/HOURS: POSITION TYPE: GRADE: N570A
Days: MON - FRI Permanent:
Hours: 8:00 am - 4:00 pm Temporary: Duration: _____ SALARY:
Part-Time: No. of Hrs/Wk: 35 \$ \$17,617.60 Per Annum
\$ \$9.68 Per Hour

DUTIES AND RESPONSIBILITIES:

Prepares meals in quantities according to prescribed menu and number of persons to be served; maintains inventory of food supplies and equipment; estimates daily/weekly needs and orders/purchases food supplies and equipment; operates standard kitchen equipment; collects and compiles statistics related to meals prepared/served, client information, etc.; prepares and submits required reports; maintains clean and sanitary conditions of kitchen, storage room, refrigerator, stoves, and other equipment in compliance with OEH standards; maintains strict sanitary conditions in regard to dishes, utensil, and kitchen linens; seeks assistance from other community agencies to successfully provide services to the elderly; will assist and plan activities for elderly within scope of Senior Center operations; other duties as require or assigned.

Experience:

A high school diploma or GED; and 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, certificates, degree, diploma, etc.)

Special Knowledge, Skills and Abilities:

Knowledge of materials, methods, and equipment used in large-scale food preparation; knowledge of established regulations and guidelines concerning food and/or meals; ability to develop and maintain positive working relationships with the community. Fluency in the Navajo language is strongly preferred.

License/Certification Requirements:

Must possess a Food Handler's Permit.

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