THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO:	DSS05711339	DATE POSTED:	01/19/16
POSITION NO:	237113	CLOSING DATE:	02/01/16
POSITION TITLE:	Cook's Aide		
DEPARTMENT NAME / WORKSITE:	NDSS / Child Care and Development Fund Program / Fort Defiance, AZ		

WORK DAYS:	Mon - Fri	REGULAR FULL TIME:	☑		GRADE/STEP:	AB54A
WORK HOURS:	Varies	PART TIME:	☐	NO. OF HRS./WK.:	$ 17,097.60	PER ANNUM
		SEASONAL:	☐	DURATION :	$ 8.22	PER HOUR
		TEMPORARY:	☐			

DUTIES AND RESPONSIBILITIES:

Assists in preparing and cooking foods in accordance with planned menu; cleans kitchen area, cooking equipment, utensils, and surrounding areas to assure sanitary requirements are met; serves meals; stores food in designated area; may assist in purchasing and ordering necessary foods and supplies; performs work of routine difficulty in assisting with planning, organizing, preparation and cooking of meals; attends meetings and training related to health appropriate food preparation.

QUALIFICATION REQUIREMENTS: (Education, Experience and Training)

Minimum Qualifications:

- Once (1) year of experience preparing and cooking food.

Preferred Qualifications:

- A high school diploma or GED.
- Certificate in Culinary Arts.

Special Requirements:

- A favorable background check.
- Possess a valid state driver's license and Food Handler's Permit.
- Must obtain Standard or Basic Infant/Child/Adult CPR and First Aid Certifications, Food Handler's Permit, and additional CCDF Health and Safety Requirements.

(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 the proper care and use of institutional food preparation equipment; knowledge of the menu selection process. Knowledge of the principles of healthy eating; knowledge of the proper procedures in cleaning institutional food preparation equipment; skill in maintaining sufficient food supplies; skill in interacting with others; skill in preparing nutritious and appetizing meals; ability to follow oral and written instructions. Good office/telephone etiquette, computer literate, basic filing skills, record keeping, operation of variety of machines including personal computer, telephones, scanners and copiers. Ability to understand and follow oral and written directions; ability to establish and maintain cooperative relations with fellow employees and the general public.

THE NAVAJO NATION GIVES PREFERENCE TO ELIGIBLE AND QUALIFIED APPLICANTS IN ACCORDANCE WITH THE NAVAJO PREFERENCE IN EMPLOYMENT ACT AND VETERANS' PREFERENCE.