

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

Requisition No: DOE7237532

Date Posted: 02/25/13

POSITION NO: 945641

Closing Date: OUF

CLASS CODE: 3646

POSITION TITLE HEAD START COOK

DEPARTMENT NAME: NAVAJO HEAD START - CHINLE AGENCY

DEPARTMENT NO: 723 WORKSITE LOCATION: COTTONWOOD, ARIZONA

WORKS DAYS/HOURS: POSITION TYPE: GRADE V58A

Days M-F Permanent SALARY:

Hours: 40 hrs. per week Temporary: Duration _____ \$ _____ Seasonal

Part-Time: No. of Hrs/Wk: _____ \$ \$11.47 Per Hour

DUTIES AND RESPONSIBILITIES:

Under general supervision, performs duties of moderate difficulty in preparing and cooking meals according to established guidelines; plans varied menus to ensure that food is appetizing and nutritionally suitable. Prepares and cooks meals according to menu and number of persons to be served; ensures that meals meet USDA requirements. Operates standard kitchen equipment

Operates standard kitchen equipment, maintains inventory of food supplies and equipment and dining area; washes dishes, pots and pans; sanitize tables, chairs, and kitchen equipment; serves meals; complies meal counts and submits required reports, attends nutrition related training. May provide nutritional habits, education and attend

QUALIFICATION REQUIREMENTS:

Education and Training:

A high school diploma or GED; and

Experience:

two (2) years of experience in large scale institutional cooking including sanitation and safety procedures, inventory systems, USDA and other food service documentation; 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, licenses, diploma, etc.)

Special Knowledge, Skills and Abilities:

Knowledge of material, methods, and equipment used in large-scale food preparation; knowledge of established regulations and guidelines concerning food and meal preparation and service. Ability to prepare and serve large quantities of food and/or meals. Skilled in the use of standard food preparation and cooking equipment; skilled in

License/Certification Requirements:

First Aid/CPR; NN Vehicle Operator Permit; Valid State Driver's License, Food Handler's Permit. Medical Examination/TB, Tribal/Federal Background checks.

*****UNION POSITION**

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