

**THE NAVAJO NATION**  
**Department of Personnel Management**  
**JOB VACANCY ANNOUNCEMENT**

REQUISITION NO: DOH11911568  
POSITION NO: 230571  
POSITION TITLE: Cook

DATE POSTED: 03/07/16  
CLOSING DATE: 03/18/16

DEPARTMENT NAME / WORKSITE: DOH/NAVAJO AREA AGENCY ON AGING - Nageezi Senior Center, Nageezi, NM

WORK DAYS: <u>Monday - Friday</u>	REGULAR FULL TIME: <input type="checkbox"/>	GRADE/STEP: <u>AB57A</u>
WORK HOURS: <u>8AM - 4PM</u>	PART TIME: <input checked="" type="checkbox"/> NO. OF HRS./WK.: <u>35</u>	\$ <u>22,131.20</u> PER ANNUM
	SEASONAL: <input type="checkbox"/>	\$ <u>10.64</u> PER HOUR
	TEMPORARY: <input type="checkbox"/>	

**DUTIES AND RESPONSIBILITIES:**

Plan and prepare hot meals for home delivery and congregate meal participants daily. Tasks require use of specialized knowledge in preparing food for the elderly; daily cleaning and sanitizing kitchen area and equipment; daily cleaning and sanitizing of dishes, pots, pans, utensils, and the food warmer used in the meal process. Assure home deliver meals are packaged and delivered promptly. Clean and sanitize tables and chairs after each meal. Ensure food is properly stored and preserved; daily inspection of the quality of food, utilizing proper storage containers and labels. Ensure storage of food is according to sanitation requirements. Maintain logs of refrigerator and freezer temperatures, food temperatures and daily client tally counts. Maintain a daily inventory of food supplies and its uses. Responsible for daily meal count tabulation, food expenditures and inventory control. Compile monthly reports and submit to supervisor. Purchase food according to approved menu and food inventory. Ensure eligible participants are given first priority to the prepared meals. Supervise kitchen volunteers and physical education, fund raisings, health screenings and field trips. Assume driver responsibilities as required. Attend required trainings and meetings. Maintain a pleasant, clean, orderly environment for congregate meal participants. Be sensitive to elderly needs. Delegation as assigned.

**QUALIFICATION REQUIREMENTS: (Education, Experience and Training)**

**Minimum Qualifications:**

- A high school diploma or GED; and one (1) year of experience in large scale institutional cooking.

**Preferred Qualifications:**

- Certificate in Culinary Arts.
- A valid first aid, Cardiopulmonary Resuscitation (CPR) Certificate, and a valid state driver's license.

**Special Requirements:**

- A valid Food Handler's permit.

***(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:**

Bilingual and knowledge of established regulations and guideline concerning food and meal preparation, food services, skilled in menu planning, and ability to read and follow oral and written instructions.

**<<A favorable background investigation is required>>**

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