

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

Requisition No: DSS0572983

Date Posted: 03/14/11

POSITION NO: 240015

Closing Date: 03/25/11

CLASS CODE: 3849

POSITION TITLE: COOK

DEPARTMENT NAME: DSS/Child Care Development Fund Program - Southwest Regional Office

DEPARTMENT NO: 57 WORKSITE LOCATION: LEUPP, AZ

WORKS DAYS/HOURS: POSITION TYPE: GRADE: N570A

Days: M-F

Permanent:

SALARY:

Hours: 8AM-5PM

Temporary:

Duration: _____ \$ 20,134.40 Per Annum

Part-Time:

No. of Hrs/Wk: 40 \$ 9.68 Per Hour

DUTIES AND RESPONSIBILITIES:

Under general direction, perform work of routine difficulty in meal preparation: plan, organize, prepare and cook meals in accordance with USDA standards and approved menus for a specified number of participants; maintain a clean and sanitary food service area, including all cooking utensils and equipment; assure compliance with health regulation requirements for institutional setting; maintains an inventory of food and supplies, and orders food supplies and equipment, as necessary. Maintain a variety of records (daily activities, meal counts, projections, etc.) for reporting and accountability purposes on a daily, weekly, bi-weekly, monthly, quarterly and/or yearly basis; attend job-related in-service trainings, staff meetings, workshops and conferences. May be required to provide nutrition-related education and guidance to other food service employees. Perform other duties as required by supervisor.

QUALIFICATION REQUIREMENTS:

Education and Training:

A high school diploma or GED certificate.

Experience:

Two (2) years experience in large scale institutional cooking; or an equivalent combination of education, training, and experience, which provides the capabilities to perform the described duties. **MUST POSSESS A CURRENT FOOD HANDLER'S PERMIT. (to receive full credit for education applicant must submit copies of transcripts, degrees, certificates, etc.)**

Special Knowledge, Skills and Abilities:

Knowledge of the menu selection process, which includes provision of nutritional and tasteful foods for a large number of participants; knowledge of the nutritional value of food; knowledge of proper cleaning procedures of kitchen appliances and equipment in the food service area; skill in maintaining an inventory of food supplies and ordering of needed supplies; skill in following instructions (written or oral); preparation of reports for accountability purposes; ability to maintain accurate records and files; ability to get along with co-workers, parents and children.

Physical Requirements and Work Environment:

Work involves moderate physical effort in an institutional cooking environment.

License/Certification Requirements (preferred, but not required):

Valid State Driver's License; Navajo Nation Permit. Some positions may require specific licenses or certifications.

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