

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

Requisition No: DOE7167651
POSITION NO: 242665
CLASS CODE: 3646

Date Posted: 03/25/13
Closing Date: OUF

POSITION TITLE: HEAD START COOK

DEPARTMENT NAME: NAVAJO HEAD START - CHINLE AGENCY

DEPARTMENT NO: 716 WORKSITE LOCATION: TSAILE, ARIZONA

WORKS DAYS/HOURS: POSITION TYPE: GRADE: V58A

Days: M-F Permanent: SALARY:

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

Part-Time: No. of Hrs/Wk: 40 \$ \$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; maintains inventory of food supplies and equipment; estimates daily, weekly needs and orders food and supplies; maintains clean and sanitary conditions of kitchen, equipment and dining area; washes dishes, pots and pans; sanitizes tables, chairs, and kitchen equipment; serves meals; complies with meal counts and submits required reports; attends nutrition related training; may provide nutritional habits education; and attend meetings.

QUALIFICATION REQUIREMENTS:

Education and Training:

High Diploma or GED; and

Experience:

two (2) years of experience in large scale institutional cooking including sanitation and safety procedure, 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 and experience, applicant must submit copies of transcripts, degrees, diplomas, certificates, permits, licenses, etc.)

Special Knowledge, Skills and Abilities:

Knowledge of established regulations and guidelines concerning food and meal preparation and service; knowledge of the proper care and use of institutional food preparation equipment; knowledge of the principle of healthy eating and nutritional requirements of children served; knowledge of the proper procedures in cleaning institutional food preparation equipment; knowledge of proper temperatures for cooking foods in an institutional environment; knowledge of basic math; knowledge of basic record keeping techniques; skill in planning menus; skills in maintaining sufficient food supplies; skill in the use of standard food preparation and cooking equipment; skill in preparing nutritious and appetizing meals; skill in completing record keeping following program requirements; ability to prepare and serve large quantities of food and/or meals; ability to operate standard kitchen equipment safety and efficiently; ability to follow oral and written instructions; ability to perform basic mathematical compilations; and ability to do moderate physical effort in an institutional environment.

License/Certification Requirements:

Must possess a Food Handler's Permit and a Valid State Driver's License. Must pass a Federal and Tribal Background Check and Physical Examination with Tuberculosis (TB) clearance prior to employment. Within 90 days of employment must obtain NN Vehicle Operator's Permit and CPR and First Aid Card.

**** UNION POSITION**

VETERAN'S 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