

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

Requisition No: DOE8427649
POSITION NO: 945049
CLASS CODE: 3646

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

POSITION TITLE: Head Start Cook**
DEPARTMENT NAME: Navajo Head Start - Shiprock Agency
DEPARTMENT NO: 842 WORKSITE LOCATION: Two Grey Hills, NM
WORKS DAYS/HOURS: POSITION TYPE: GRADE: _____
Days: Mon-Fri Permanent: SALARY V57A
Hours: 8am-4pm Temporary: \$ _____ Per Annum
Part-Time: Duration: _____ No. of Hrs/Wk: 40 \$ 11.47 Per Hour

DUTIES AND RESPONSIBILITIES:

Plans varied menus to ensure that food is appetizing and nutritionally suitable; prepares meals in quantities according to menu and number of persons to be served; maintains inventory of food supplies and equipment; estimates daily, weekly needs; and orders/purchases food, supplies and equipment; operate standard kitchen equipment; will prepare and submit required reports; maintains clean and sanitary conditions of the kitchen and equipment; arranges for delivery of necessary food, supplies and equipment and performs related duties as assigned. Ensures that meals meet USDA requirements. Assists in classroom activities as needed and participates in trainings and workshops.

QUALIFICATION REQUIREMENTS:

Education and Training:

High school diploma, or GED; and

EXPERIENCE:

two (2) years experience in large scale institutional cooking including sanitation and safety procedures, inventory systems, USDA and other food service documentation or equivalent combination of training & 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 & guidelines concerning food and meal preparation/service. Knowledge of material, methods and equipment used in large-scale food preparation; knowledge of establishing 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 planning menus on a periodic basis.

License/Certification Requirements:

Must possess a Food Handler's Permit and a valid state driver's license. Must pass a criminal background investigation (fingerprinting and assessment) and a physical examination with tuberculosis (TB) clearance prior to employment. Within 90 days of employment must obtain a Navajo Nation Operator's Permit, a current CPR and First Aid Certificate.

**** UNION POSITION**

VETERANS PREFERENCE APPLIES

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