THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO:	**DSS0579866**	DATE POSTED:	**03/30/15**
POSITION NO:	**237113**	CLOSING DATE:	**04/10/15**
POSITION TITLE:	**Cook's Aide**		
DEPARTMENT NAME / WORKSITE:	**NDSS / Child Care and Development Fund Program / Fort Defiance, Arizona**		
WORK DAYS:	Mon - Fri	GRADE/STEP:	AB54A
WORK HOURS:	Varies	$ 17,097.60	PER ANNUM
		$ 8.22	PER HOUR

REGULAR FULL TIME: ☑
PART TIME: ☐ NO. OF HRS./WK.:
SEASONAL: ☐
TEMPORARY: ☐ DURATION :

DUTIES AND RESPONSIBILITIES:

Assists in preparing and cooking foods in accordance with planned menus in the child care facility; cleans kitchen area, cooking equipment, utensils, and surrounding areas to ensure sanitary requirements are met; serves meals; stores food in designated area; may assist in purchasing and ordering necessary foods and supplies; attends meetings and training related to health appropriate food preparation.

QUALIFICATION REQUIREMENTS: (Education, Experience and Training)

Minimum Qualifications:

- One (1) year of experience preparing and cooking food.

Preferred Qualifications:

- A High School diploma or GED.
- Certificate in Culinary Arts.

Special Requirements:

- Possess a valid state drivers license and a 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:

Knowledge of the proper care and use of institutional food preparation equipment; of the menu selection process; principles of healthy eating; and proper procedures in cleaning institutional food preparation equipment. Skills in maintaining food supplies; interacting with others; preparing nutritious and appetizing meals and ability to 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.