THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO:	**DSS0578595**	DATE POSTED:	**04/08/14**
POSITION NO:	**233795**	CLOSING DATE:	**04/21/14**
POSITION TITLE:	**Cook**		
DEPARTMENT NAME / WORKSITE:	**NDSS / Child Care and Development Fund Program / Many Farms, AZ**		

WORK DAYS:	Mon - Fri	REGULAR FULL TIME:	☑		GRADE/STEP:	Y57A
WORK HOURS:	Varies	PART TIME:	☐	NO. OF HRS./WK.:	$ 21,486.40	PER ANNUM
		SEASONAL:	☐	DURATION :	$ 10.33	PER HOUR
		TEMPORARY:	☐			

DUTIES AND RESPONSIBILITIES:

Provide cooked meals and snacks for children in the child care center, plans and coordinates a balanced meal by maintaining a menu; ensures that all meals cooked meet the USDA requirements; maintains and operates cooking equipment and supplies; maintains inventory of food supplies; maintains the safety and cleanliness of the kitchen and uses all required safety precautions in preparing food; may assist in the processing of purchase orders for food, supplies and equipment; compiles meal counts and submits reports to supervisor regarding the number of meals served and the cost associated with meals, equipment and supplies. Provides/conducts in-service training and nutrition lesson plans regarding healthy eating habits; provide information on nutritional value of food to children & staff. Attends nutrition related training; may provide nutritional habits education; may provide guidance and direction of cook aide's. May provide meals for other child care activities.

QUALIFICATION REQUIREMENTS: (Education, Experience and Training)

Minimum Qualifications:

* A high school diploma or GED; and two (2) years of experience in large scale institutional cooking;

Preferred Qualifications:

* Certificate in Culinary Arts.
* A valid First Aid and Cardiopulmonary Resuscitation (CPR) Certificate.
* A valid state driver's license.

Special Requirements:

* Possess 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:

Must have good customer services, ability to communicate in Navajo and English language; basic knowledge of the Navajo nation forms and process, basic knowledge of the principles in writing and/or formatting letter styles relating to the situation. Good office/telephone etiquette, computer literate, basic filing skills, record keeping, operation of variety of machines including personal computer, telephones, scanners and copiers. Ability to understand and follow oral and written directions; ability to establish and maintain cooperative relations with fellow employees and the general public.

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.