

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO:	<u>DOH12011992</u>	DATE POSTED:	<u>06/06/16</u>
POSITION NO:	<u>233636</u>	CLOSING DATE:	<u>06/17/16</u>
POSITION TITLE:	<u>COOK</u>		
DEPARTMENT NAME / WORKSITE:	<u>DOH/Navajo Area Agency on Aging/Tolani Lake Senior Center, Tolani Lake, AZ</u>		
WORK DAYS:	<u>Monday-Friday</u>	REGULAR FULL TIME:	<input checked="" type="checkbox"/> GRADE/STEP: <u>AB57A</u>
WORK HOURS:	<u>8:00am - 5:00pm</u>	PART TIME:	<input type="checkbox"/> NO. OF HRS./WK.: _____ \$ <u>22,131.20</u> PER ANNUM
		SEASONAL:	<input type="checkbox"/> DURATION : _____ \$ <u>10.64</u> PER HOUR
		TEMPORARY:	<input type="checkbox"/> _____

DEFINITION: Under general supervision, performs duties of moderate difficulty in preparing and cooking meals according to established guidelines; and performs related work as assigned.

ESSENTIAL FUNCTIONS: Duties and Responsibilities

Plans varied menus to ensure that food is appetizing and nutritionally suitable; prepares and cooks meals in accordance to food preparation and nutrition standards, size and portions, and with the consideration to the number of elder clientele. Ensures nutrition served is within the national USDA requirements, and standards, the cook ensures proper temperatures and storing of all food delivery and packing of food procedures are within the policy and requirements to avoid food borne illnesses for its elder clients. The responsibilities also include maintaining a clean and sanitary condition of the kitchen facility, dining areas, and all food service equipment in a large scale cooking area, upkeep of appliance repairs and maintenance, storages. Other duties and responsibilities are maintaining efficient food inventory, ordering, purchasing, proper documentation of vendor invoices, calculates monthly cost per meals, and food expenditures. and monitors numbers of clients served per month, compiles nutrition units, and submits monthly nutrition statistics as a program requirement. Other duties as assigned are assisting Senior Center staff, Supervisors, and Drivers to meet direct services to the elder population. The Cook may also provide guidance to other kitchen staff/aide, and attend all menu planning, nutrition related trainings and education.

Minimum Qualifications:

- A high school diploma or GED; and one (1) year of experience in large scale institutional cooking.

Preferred Qualifications:

- Certificate in Culinary Arts.
- A valid First Aid and Cardiopulmonary Resuscitation (CPR) Certificate, and a valid state drivers' license.
- A favorable background investigation. *(If selected for the position, tribal, federal and state background checks must be completed prior to employment at the applicant's expense.)*

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.)

<<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.