

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

Requisition No: DOE7253846
POSITION NO: 945614
CLASS CODE: 3646

Date Posted: 07/05/11
Closing Date: 07/18/11

POSITION TITLE: Head Start Cook**
DEPARTMENT NAME: Navajo Head Start - Chinle Agency
DEPARTMENT NO: 725 WORKSITE LOCATION: Hardrock, Arizona
WORK DAYS/HOURS: _____ POSITION TYPE: _____ GRADE: V58A
Days: M - F Permanent: SALARY: _____
Hours: 8 am - 5 pm Temporary: Duration: 9 months \$ _____ 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; compiles meal counts and submits required reports; attends nutrition related training; may provide nutritional habits education; and attend meetings.

MINIMUM QUALIFICATIONS:

A high school diploma or GED; and two (2) years of experience in large scale institutional cooking including sanitation and safety procedures, 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/training, applicant must submit copies of diploma, degree, transcripts, certificates, etc.)

KNOWLEDGE AND SKILLS:

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 principles 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; Skill 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 safely and efficiently; Ability to read, interpret and follow rules regulation, policies and procedures including health and sanitation requirements; Ability to follow oral and written instructions; and Ability to perform basic mathematical computations.

PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT:

Work involves moderate physical effort in an institutional cooking environment.

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 Vehicle Operator's Permit, a current Cardiopulmonary Resuscitation (CPR) Certificate, and a 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.

Revised: 10/22/2009