**THE NAVAJO NATION**
**Department of Personnel Management**
**JOB VACANCY ANNOUNCEMENT**

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|---|---|---|---|
| REQUISITION NO: | **DPS14912207** | DATE POSTED: | **07/11/16** |
| POSITION NO: | **942120** | CLOSING DATE: | **07/22/16** |
| POSITION TITLE: | **Cook (S)** | | |
| DEPARTMENT NAME / WORKSITE: | **NDPS / Department of Corrections - Crownpoint, NM** | | |

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| WORK DAYS: | **Split Shift** | REGULAR FULL TIME: | ☑ | | | GRADE/STEP: | **AB57A** |
| WORK HOURS: | **Split Shift** | PART TIME: | ☐ | NO. OF HRS./WK.: | | $ **22,131.20** | PER ANNUM |
| | | SEASONAL: | ☐ | DURATION : | | $ **10.64** | PER HOUR |
| | | TEMPORARY: | ☐ | | | | |

**DUTIES AND RESPONSIBILITIES:**

Plans the food menu to ensure food is appetizing and nutritional on a daily, weekly and monthly basis. Prepares and cooks meals according to schedule menu ensuring enough meals are provided to persons needed to be served, understands knowledge of various types of diet menu for persons with regular meals to specials diets and serves meals. Ensures meals prepared meet USDA and mandated federal requirements, maintains a clean and sanitary kitchen environment, maintains inventory of food items and equipment including making orders and purchases to restock necessary items. maintains a record and submits daily, weekly and monthly reports. Has knowledge and understanding of nutritional diet and provide education. Attends meetings and training. Provide training to Cook's Aide as needed.

**QUALIFICATION REQUIREMENTS: (Education, Experience and Training)**

**Minimum Qualifications:**

A High School Diploma or GED; and One (1) year of experience in large scale institutional cooking.

**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:**

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; Knowledge of the proper procedures in cleaning institutional food preparation equipment; Knowledge of the proper temperature for cooking foods in an institutional environment; Skill in planning menus; Skill in maintaining sufficient food supplies; Skill in maintaining sufficient food supplies; Skill in preparing nutritious and appetizing meals; Ability to prepare and serve large quantities of food and/or meals, Ability to follow oral and written instructions.

***<<A favorable background investigation is required>>(If selected for the position, tribal, federal and state background checks must be completed prior to employment at the applicants expense)***

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