THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO:	**DOH12010549**	DATE POSTED:	**07/27/15**
POSITION NO:	**233657**	CLOSING DATE:	**08/07/15**
POSITION TITLE:	**Cook (S)**		
DEPARTMENT NAME / WORKSITE:	**DOH/Navajo Area Agency on Aging / Birdsprings, AZ**		

WORK DAYS:	**Monday - Friday**	REGULAR FULL TIME:	☑			GRADE/STEP:	**AB57A**
WORK HOURS:	**8:00 am - 5:00 pm**	PART TIME:	☐	NO. OF HRS./WK.:		$ **22,131.20**	PER ANNUM
		SEASONAL:	☐	DURATION :		$ **10.64**	PER HOUR
		TEMPORARY:	☐				

DUTIES AND RESPONSIBILITIES:

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

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/purchases food, supplies, and equipment.

Maintains clean and sanitary conditions of kitchen and 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; attends meetings; may provide nutritional habits education; may provide guidance and direction to Cook's Aide.

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.

Preferred Qualifications:

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

Special Requirements:

- Possess a valid Food Handler's permit.
- A favorable background investigation.

(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:

<<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.