THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: **DPS1498054** Date Posted: **07/29/13**

POSITION NO: **241632** Closing Date: **08/09/13**

CLASS CODE: **3849**

POSITION TITLE: **COOK**

DEPARTMENT NAME: **DPS/Department of Corrections**

DEPARTMENT NO: **149** WORKSITE LOCATION: **Tuba City, Az**

WORKS DAYS/HOURS:

Days: **Split-Shift**

Hours: **Split-Shift**

POSITION TYPE:

Permanent: ☑

Temporary: ☐ Duration: _____

Part-Time: ☐ No. of Hrs/Wk: **40**

GRADE: **R57A**

SALARY:

$ **20,862.40** Per Annum

$ **10.03** Per Hour

DUTIES AND RESPONSIBILITIES:

Provide cooked meals for inmates in the detention 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; serves meals to inmates; compiles meal counts and submits reports to supervisor regarding the number of meals served and the cost associated with meals, equipment, and supplies; attends nutrition related training; attends meeting; and may provide guidance and direction to cook aide's and/or temporary staff.

QUALIFICATION REQUIREMENTS:

Education and Training:

A High School Diploma or GED; and

Experience:

Two (2) years of experience in large scale institutional cooking; or an equivalent combination of education, training, and experience which provides the capabilities to perform the described duties. ***(To receive full credit for education, certification, or licensure, transcripts, copies of degrees, certificates, and other appropriate documents must be submitted along with the employment application)***

Special Knowledge, Skills and Abilities:

Knowledge of guidelines and process of safe food preparation and storage; knowledge of meal preparation for a group or number of individuals and serving the food; knowledge of the proper procedures in cleaning the kitchen and its supplies and equipment; knowledge of serving a balanced meal; skill in working in a detention environment/facility; and skill in addressing the needs of food and equipment inventory.

License/Certification Requirements:

Must possess a Food Handler's Permit. Must have a valid States Driver's License ***(Preferred).***

VETERANS' PREFERENCE APPLIES

THE NAVAJO NATION GIVES PREFERENCE TO ELIGIBLE AND QUALIFIED APPLICANTS IN ACCORDANCE WITH THE NAVAJO PREFERENCE IN EMPLOYMENT ACT. ***Revised: 1-15-99***