

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: DOH0726864

Date Posted: 07/30/12

POSITION NO: 941879

Closing Date: 08/10/12

CLASS CODE: 3849

POSITION TITLE: COOK

DEPARTMENT NAME: Department of Behavioral Health Services-Navajo Regional Behavioral Health Center

DEPARTMENT NO: 72 WORKSITE LOCATION: Shiprock, NM

WORKS DAYS/HOURS: POSITION TYPE: GRADE: R57A

Days: Monday - Friday

Permanent:

SALARY:

Hours: 80 hrs.

Temporary:

Duration: \$ 20,862.40 Per Annum

Part-Time:

No. of Hrs/Wk: 40 \$ 10.03 Per Hour

DUTIES AND RESPONSIBILITIES:

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. Adaptable to working in an Adolescent Treatment Center Environment.

Maintains clean and sanitary conditions of kitchen and equipment and dining area, washes dishes, pots and pans; sanitizes table, chairs and kitchen equipment; serves meals; compiles meal counts and submits required reports; attends nutrition related training; attends meetings; may provide nutritional habits education.

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/training, applicant must submit copies of college transcript, degree, certificate, diploma, permit, etc.)

Depending upon the needs of the Nation, some incumbents of the class may be required to demonstrate fluency in both the Navajo and English languages as a condition of employment.

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 temperature for cooking foods in an institutional environment; knowledge of the proper procedures in cleaning institutional food preparation equipment.

Skill in maintaining sufficient food supplies; skill in the use of standard food preparation and cooking equipment; 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.

License/Certification Requirements:

Must possess a Food Handler's Permit.

****Must Pass a Fingerprint Clearance and Background Check****

VETERANS' PREFERENCE APPLIES

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