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

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|---|---|---|---|
| REQUISITION NO: | **DOH12010724** | DATE POSTED: | **09/08/15** |
| POSITION NO: | **223635** | CLOSING DATE: | **09/21/15** |
| POSITION TITLE: | **Cook (S)** | | |
| DEPARTMENT NAME / WORKSITE: | **DOH/Tuba City - Navajo Area Agency on Aging /Navajo Mountain, AZ** | | |

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| 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.***