THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO:	**DOH11711087**	DATE POSTED:	**11/23/15**
POSITION NO:	**233625**	CLOSING DATE:	**12/08/15**
POSITION TITLE:	**Cook (S)**		
DEPARTMENT NAME / WORKSITE:	**DOH/ Navajo Area Agency on Aging /Crownpoint, NM**		

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:

Plan and prepare hot meals for home delivery and congregate meal participates daily. Tasks require use of specialized knowledge in preparing food for the elderly; daily cleaning and sanitizing kitchen area and equipment; daily cleaning and sanitizing of dishes, pots, pans, utensils, and the food warmer used in the meal process. Assure home delivered meals are packaged and delivered promptly. Clean and sanitize tables and chairs after each meal. Ensure food is properly stored and preserved; daily inspection of the quality of food, utilizing proper storage containers and labels. Ensure storage of food is according to sanitation requirements. Maintain logs of refrigerator and freezer temperatures, food temperatures and daily client tally counts. Maintain a daily inventory of food supplies and its uses. Responsible for daily meal count tabulation, food expenditures and inventory control. Compile monthly reports and submit to supervisor. Purchase food according to approved menu and food inventory. Ensure eligible participants are given first priority to the prepared meals. Supervise kitchen volunteers and physical education, fund raisings, health screenings and field trips. Assume driver responsibilities as required. Attend required trainings and meetings. Maintain a pleasant, clean, orderly environment for congregate meal participants. Be sensitive to elderly needs. Delegation as assigned.

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.