

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

Requisition No: DOE8604367

Date Posted: 12/12/2011

POSITION NO: 945175

Closing Date: 12/23/2011

CLASS CODE: 3646

POSITION TITLE: Head Start Cook**

DEPARTMENT NAME: NAVAJO HEAD START - Tuba City Agency

DEPARTMENT NO: 860 WORKSITE LOCATION: Tuba City, Arizona

WORK DAYS/HOURS: POSITION TYPE: GRADE: V58A

Days: M - F

Permanent:

SALARY:

Hours: 8 am - 5 pm

Temporary:

Duration: 9 months \$ 18,352.00 Per Annum

Part-Time:

No. of Hrs/Wk: 40 \$ 11.47 Per Hour

DUTIES AND RESPONSIBILITIES:

Under general supervision, performs duties of moderate difficulty in preparing and cooking meals according to established guidelines; 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 food and supplies; maintains clean and sanitary conditions of kitchen, 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; may provide nutritional habits education; and attend meetings.

MINIMUM QUALIFICATIONS:

A high school diploma or GED; and two (2) years of experience in large scale institutional cooking including food safety procedures, inventory systems, USDA and other food service documentation; or an equivalent combination of education, training, and experience which provides the capabilities to perform described duties.

To receive full credit for education and/or experience, submit copies of diplomas, degrees, transcripts, certificates, etc.

KNOWLEDGE AND SKILLS:

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 proper procedures in cleaning and maintaining institutional food preparation equipment; knowledge of proper temperatures for cooking foods in an institutional environment; skill in planning and preparing menus; skill in preparing nutritious and appetizing meals; ability to prepare and serve large quantities of food and/or meals.

PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT:

Work involves moderate physical effort in an institutional cooking environment; also requires lifting and bending; exposure to children and their illnesses or diseases; exposure to chemicals and cleaning supplies.

LICENSE / CERTIFICATION REQUIREMENTS:

Must pass a criminal background check and employee assessment prior to employment. Must possess a current Food Handler's Permit. Within 90 days of employment must obtain a physical examination, First Aid Certification, and Cardiopulmonary Resuscitation (CPR) Certification.

**** UNION POSITION**

"VETERAN'S PREFERENCE APPLIES"

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

Revised: 9/18/2006