

COOK

DEFINITION: Under general supervision, performs duties of moderate difficulty in preparing and cooking meals according to established guidelines; and performs related work as assigned.

ESSENTIAL FUNCTIONS: This list is ILLUSTRATIVE ONLY and is not a comprehensive listing of all functions and tasks performed by incumbents of this class.

TASKS:

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.

KNOWLEDGE, SKILLS AND OTHER CHARACTERISTICS:

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 procedures in cleaning institutional food preparation equipment.

Knowledge of the proper temperature for cooking foods in an institutional environment.

Skill in planning menus.

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.

PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT: Work involves moderate physical effort in an institutional cooking environment.

MINIMUM QUALIFICATIONS:

- A high school diploma/GED; and one (1) year of experience in large scale institutional cooking; or an equivalent combination of education and experience.

Special Requirements:

- Possess a valid Food Handler's permit.
- Possess a valid state driver's license.

PREFERRED QUALIFICATIONS:

- Certificate in Culinary Arts.

Supplemental Requirements:

Incumbent must obtain an annual TB test and physical examination every two (2) years. Incumbent must obtain a Cardiopulmonary Resuscitation (CPR) Certificate within 90 days of date of hire. Some positions may require additional trainings and certificates.

THE NAVAJO NATION

Class Code: 3849
Community Education and Counseling Series
Food and Nutrition Worker Group
Overtime Code: Non-Exempt
Pay Grade: 57

COOK

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.