

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

Requisition No: DOE7908119
POSITION NO: 945686
CLASS CODE: 3849

Date Posted: 08/04/08
Closing Date: OUF

POSITION TITLE: COOK**
DEPARTMENT NAME: NAVAJO HEAD START/CROWNPOINT AGENCY
DEPARTMENT NO: 790 WORKSITE LOCATION: Baca, NM
WORKS DAYS/HOURS: POSITION TYPE: GRADE: N570A
Days: Mon-Fri Permanent:
Hours: 8:00am - 4:00pm Temporary: Duration: \$ _____ Per Annum
Part-Time: No. of Hrs/Wk: 40 \$ 9.68 Per Hour

DUTIES AND RESPONSIBILITIES:

Plans varied menus to ensure that food is appetizing and nutritionally suitable; prepares meals in quantities according to menu and number of persons to be served; maintains inventory of food supplies and equipment; estimates daily, weekly needs, and orders/purchases food, supplies and equipment; operate standard kitchen equipment; may prepare and submit required reports; maintains clean and sanitary condition of the kitchen and equipment; arranges for delivery of necessary food, supplies and equipments; performs related duties as assigned or required.

QUALIFICATION REQUIREMENTS:

Education and Training:

High School Diploma or GED; and

Experience:

Two (2) years of experience in large scale institutional cooking; or an equivalent combination of training and experience to perform the described duties. *(To receive full credit for education and experience, applicant must submit copies of transcripts, degrees, diplomas, certificates, permits, etc.)*

Special Knowledge, Skills and Abilities:

Knowledge of material, methods, and equipment used in large-scale food preparation; knowledge of established regulations and guidelines concerning food and meal preparation and service. Ability to prepare and serve large quantities of food and/or meals. Skilled in the use of standard food preparation and cooking equipment; skilled in planning menus on a periodic basis.

License/Certification Requirements:

Must pass a criminal background check, fingerprinting and employee assessment prior to employment; Must possess a Food Handlers Permit. PREFERRED: Within (90) ninety days of employment pass a physical examination; A Valid motor vehicle operators license and first aid certificate may be required depending upon program guidelines.

UNION POSITION**

"VETERANS' PREFERENCE APPLIES"

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

Revised: 1-15-99