

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

Requisition No: DOE8688856
POSITION NO: 945200
CLASS CODE: 3849

Date Posted: 1/5/2009
Closing Date: OUF

POSITION TITLE: COOK**
DEPARTMENT NAME: Navajo Head Start - Western Navajo Agency

DEPARTMENT NO: 868 WORKSITE LOCATION: Inscription House, Arizona

WORK DAYS/HOURS: POSITION TYPE: GRADE: N570A

Days: M - F Permanent:
Hours: 8 am - 5 pm Temporary: Duration: 9 months \$ _____ Per Annum
Part-Time: No. of Hrs/Wk: 40 \$ 9.68 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; or an equivalent combination of education, training, and experience which provides the capabilities to perform described duties.
(To receive full credit for education/training applicant must submit copies of college transcript, certificates, diploma, 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 sicknesses 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.

****UNION POSITIONS****

VETERANS' 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