

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

Requisition No: DOE8159631

Date Posted: 07/06/09

POSITION NO: 945067

Closing Date: 07/17/09

CLASS CODE: 3849

POSITION TITLE: COOK ***

DEPARTMENT NAME: Division of Dine Education - Navajo Head Start / Shiprock Agency

DEPARTMENT NO: 815 WORKSITE LOCATION: Beclabito Center - Beclabito, NM

WORKS DAYS/HOURS: POSITION TYPE: GRADE: N570A

Days: Mon-Fri

Permanent:

SALARY:

Hours: 7am-3pm

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; will prepare and submit required reports; maintains clean and sanitary conditions of the kitchen and equipment; arranges for delivery of necessary food, supplies and equipment and performs related duties as assigned.

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 education training, and experience which provides the capabilities to perform the described duties.

(To receive full credit for education and experience, applicant must submit copies of college 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 establishing 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 Handler's Permit.

**** 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