

THE NAVAJO NATION  
Department of Personnel Management  
**JOB VACANCY ANNOUNCEMENT**

Requisition No: DOE8389632

Date Posted: 07/06/09

POSITION NO: 945046

Closing Date: 07/17/09

CLASS CODE: 3849

POSITION TITLE: COOK \*\*\*

DEPARTMENT NAME: Navajo Nation Head Start / Shiprock Agency

DEPARTMENT NO: 838 WORKSITE LOCATION: Sanostee, NM - Sanostee Center

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*