

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

Requisition No: DOH1169617  
**POSITION NO: 204889**  
**CLASS CODE: 3849**

Date Posted: 07/06/2009  
Closing Date: 07/17/2009

**POSITION TITLE: Cook**

DEPARTMENT NAME: Navajo Area Agency on Aging

DEPARTMENT NO.: 116

WORKSITE LOCATION: Rough Rock, AZ

**WORKDAYS/HOURS:**

Days: Monday – Friday  
Hours: 8:00a.m to 4:00p.m.

**POSITION TYPE:**

Permanent:  X   
Temporary:   Duration:    
Part-Time:   No. of Hrs/Wk: 38

**GRADE: N570A**

**SALARY:**  
**\$20,134.40 Per Annum**  
**\$9.68 Per Hour**

**DUTIES & RESPONSIBILITIES:**

Prepares meals in quantities according to prescribed 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, operates standard kitchen equipment; collects and compiles statistics related to meals prepared/served, client information, etc.; prepares and submits required reports; maintains clean and sanitary conditions of kitchen, storage room, refrigerator, stoves, and other equipment in compliance with OEH standards; maintains strict sanitary conditions in regard to dishes, utensils, and kitchen linens; seeks assistance from other community agencies to successfully provide services to the elderly; will assist and plan activities for elderly within scope of Senior Center operations; other duties as required or assigned.

**QUALIFICATION REQUIREMENTS:**

A 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/training applicant must submit copies of college transcript, certificates, diploma, etc.)**

**SPECIAL KNOWLEDGE, SKILLS AND ABILITIES:**

Knowledge of materials, methods, and equipments used in large-scale food preparation; knowledge of established regulations and guidelines concerning food and/or meals; ability to develop and maintain positive working relationships with the community. Fluency in the Navajo language strongly preferred.

**LICENSE/CERTIFICATION REQUIREMENTS:**

Must possess a Food Handler's Permit.

**VETERANS' PREFERENCE APPLIES**

The Navajo Nation gives preference to eligible and qualified applicants in accordance with the Navajo preference in Employment Act.