



HUALAPAI NATION JOB ANNOUNCEMENT OPEN COMPETITIVE

JOB TITLE: Cook
DEPARTMENT: Hualapai Juvenile Detention and Rehabilitation Center
SALARY: \$12.00 - \$13.00/Hr.
OPENING DATE: December 11, 2017
CLOSING DATE: Open Until Filled

STATEMENT OF DUTIES and QUALIFICATIONS:

The cooks' primary responsibilities are to provide healthy well-balanced meals and snacks for juvenile residents of the HJDRC and to provide supervision and instruction to 1-2 food service workers who assist in the preparation and service of meals and in the maintenance of the food service area. The Cook oversees the development of menus, ordering of food and non-food supplies, receiving, storing, and issue of all food and non-food items. Cooks will oversee all food service workers and youth workers in the safe operation of all food service equipment and in the preparation and delivery of meals.

Along with all other correctional institution employees, the Cook is charged with responsibility for maintaining security of the institution and strict control of all equipment and inventory.

QUALIFICATIONS:

Applicants must have had sufficient training and experience to show the ability to perform the duties of the position. An ideal candidate will have at least 1 year of experience as a line cook in a restaurant and/or in an institutional setting and should be familiar with menu planning and the nutritional needs of juveniles.

This position is subject to a background investigation. Fingerprint Clearance Card is required. Must have a High School Diploma or GED. Must have a Food Handlers Card. The Cook oversees the development of menus, ordering of food and non-food supplies, receiving, storing, and issue of all food and non-food items. Must be 21 years of age.

HOW TO APPLY:

Submit a completed Employment Application to: Human Resources Department, Attn: Sonja Crozier, PO Box 179, Peach Springs, AZ 86434, fax (928) 769-1191, or call (928) 769-2215/2216 for information. To be considered for employment, the Human Resources Department must receive a completed application by 5:00 PM on the closing date. A resume will not be accepted in lieu of a completed employment application. **All applications and supporting documentation submitted becomes the property of the Human Resources Department please keep copies for your own reference.**

PREFERENCE:

All applicants are considered without regard to age, sex, race, national origin, religion, marital status, or physical disability. However, preference may be extended to persons of Indian descent in accordance with Public Law 88-355, Section 703 (702-71) and public Law 93-638, Section 7B.

THE HUALAPAI TRIBE IS AN EQUAL OPPORTUNITY EMPLOYER/PROGRAM

Auxiliary aids and services available upon request to individuals with disabilities