



JOB OPPORTUNITY NON-APPROPRIATED FUND (NAF) POSITION

JOB ANNOUNCEMENT: #MWR 038-2016

POSITION-SALARY: COOK, NA-7404-08Step 1; REG.PART TIME POSITION
\$11.34/Hour Step 1

AREA OF CONSIDERATION: NAS KINGSVILLE MWR CHILD DEVELOPMENT

LOCATION: CHILD DEVELOPMENT CENTER, NAS KINGSVILLE

OPENING DATE: 01 SEP 2016

CLOSING DATE: 14 SEP 2016

INTRODUCTION: The purpose of the Child and Youth Program (CYP) Cook position is to perform a variety of food preparation and food service tasks for the CYP. This position is located in a Child Youth Center. The incumbent will prepare food for the School Age Care (SAC) Program.

DUTIES: The CYP Cook performs various tasks or a sequence of tasks in food service preparation. Tasks consist of several steps that require attention to work operations and follow and established sequence of work. These tasks, which are summarized into categories related to food preparation and service, kitchen maintenance and food storage, are summarized below:

Prepare all types of meats, poultry, seafood, vegetables, fruit sauces, and gravies for menus. Prepare, cook season and portion food for all meals by following standardized recipes at different levels of difficulty and plan, regulate, and schedule cooking procedures so that numerous completed food products are ready at the appropriate temperature and time. Plan and prepare or coordinate the preparation of an entire meal. Prepare a variety of menu items using several different and complex methods of preparation such as cool or chill. Modify recipes for ingredient

quantities, the number of servings, and the size of the equipment available.

May perform the following: cleaning serving carts, food preparation areas, cupboards, drawers, and dishwashing areas; set up and operate a dishwasher; scrapes, soaks, scours, and scrubs the heavier cooking utensils such as mixing bowls and pots; performs heavy-duty cleaning tasks throughout the food service and related areas. Maintains work area in a clean and orderly manner, adhering to NAVMED P5010 and all local policies and procedures.

Labels and dates all items in refrigerators and freezers and stores leftovers in accordance with sanitation and health standards. Stores canned, boxed, and/or frozen times in food storage area. Responsible for complying with security, fire and sanitation rules, policies, procedures, and regulations. Ensures compliance with U.S. Agriculture (USDA) Child and Adult Care Food Program (CACFP), and all pertaining standards, policies, and regulations.

SKILLS AND KNOWLEDGE: Knowledge and understanding of food handling techniques, personal hygiene standards, and safe work procedures. Thorough knowledge of the full range of food preparation principles including the techniques and procedures necessary to develop new or revise current recipes and to prepare and cook food in large quantities. Working knowledge of sanitation standards and procedures to prevent contamination, such as the need to clean equipment previously used for raw food before further use and the need to use a chemical sanitizer or maintain proper water temperature when cleaning dishes. Ability to communicate effectively in English, both orally and in writing and possess strong interpersonal communication skill.

WORKING CONDITIONS: Performs work requiring continual standing and walking, and frequent stooping, reaching, pushing and pulling, and bending. The incumbent will frequently lift or move objects weighing up to 18 kilograms (40) pounds) unassisted, and occasionally lift or move objects weighing over 18 kilograms (40 pounds) with the assistance of lifting devices or others workers.

The work is performed in kitchen area which is well lighted but is often hot and noisy. The cook is exposed to steam, fumes, and odors from cooking. The cook is subject to possible cuts from knives and burns from steam, hot foods, stoves, hot grease, and water.

Satisfactorily complete all background checks in accordance with PL 101-647 to include National Agency Check with Written Inquiries (NACI).

Satisfactorily complete obtain or complete required training certificates and maintain certifications or credentials required by federal, state or National Accreditation institutions utilized as part of OD's Child and Youth Programs.

CONDITION OF EMPLOYMENT: Position is subject to special inoculation and immunization requirements as a condition of employment for working with children. Employee is required to obtain appropriate immunization against communicable diseases in accordance with recommendations from the Advisory Committee on Immunization Practices (ACIP), which includes the influenza vaccine.

Must obtain and maintain a valid food handler's card.

As a condition of employment, selectee(s) will be required to participate in the Direct Deposit/Electronic Funds Transfer within the first 60 days of employment. Executive Order 12564 established the goal of a Drug-Free Workplace Program in the Department of the Navy. This program subjects all civilian appropriated and non-appropriated fund employees to drug testing.

SUBMISSION OF APPLICATIONS: Submit NAF Application and Resume to E-mail address: KNGV_MWRPERS@navy.mil, or mail to: NAF Personnel, NAS Kingsville, 601 Nimitz Avenue, Bldg. 3766, Kingsville, TX 78363. Phone 361/516-4388, FAX 361/516-4966.

We participate in the E-Verify System.

THE DEPARTMENT OF THE NAVY IS AN EQUAL OPPORTUNITY EMPLOYER. ALL QUALIFIED CANDIDATES WILL RECEIVE CONSIDERATION WITHOUT REGARD TO RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN, AGE, DISABILITY, MARITAL STATUS, POLITICAL AFFILIATION, SEXUAL ORIENTATION OR ANY OTHER MERIT FACTOR.