



## Non-Appropriated Fund Vacancy ANNOUNCEMENT NUMBER NAF-2012-51

**Opening Date:** 18 September 2012

**Closing Date:** Open Until Filled

**1<sup>st</sup> Cut Off:** 02 October 2012

**Position:** CYP Cook, NA-7404-08/01 **Salary:** \$12.97 per hour **Employment Category:** Full-Time with benefits

**Location:** Child and Youth Program, Naval Submarine Base, Kings Bay, GA

**Area of Consideration:** General Public and Spouse Preference Eligibles

### **Duties:**

#### **Food Preparation and Service**

- Prepares meats, poultry, seafood, vegetables, fruit, sauces, and gravies for menus.
- Portions food for meals by following standardized recipes at different levels of difficulty and schedules cooking times so that numerous products are ready at the appropriate time.
- Prepare menu items using special or difficult recipes that require numerous steps, many ingredients, and lengthy preparation time.
- Monitors temperatures and steam pressures and evaluates the condition of food being cooked at frequent intervals. Modifies recipes for ingredient quantities, the number of servings, and the size of the equipment available.

#### **Kitchen Maintenance**

- Performs the following: cleans serving carts, food preparation areas, cupboards, drawers, and dishwashing areas. Operates dishwasher, soaks, and scours the heavier cooking utensils. Performs heavy-duty cleaning tasks throughout the food service and related areas, such as cleaning ceilings, exhaust hoods and under and behind kitchen equipment. Washes floors and walls and cleans walk-in refrigerators and freezers.
- Maintains work area in a clean and orderly manner, adhering to NAVMED P5010 and all local policies and procedures.

#### **Food Storage**

- 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 items in food storage area.
- Unloads food and supplies from delivery trucks.

#### **Additional Responsibilities**

- 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.
- Serves as a mandatory reporter to Family Advocacy and Child Protective Services as prescribed by local policy in the case of suspected incidences of child abuse and neglect.
- Completes all Department of Navy (DoN) training requirements.
- Performs other duties as assigned.

### **Qualifications:**

- Must be 18 years old and a high school graduate or equivalent.
- Have experience in food-handling techniques and cooking in large quantities.
- Must have thorough knowledge of the full range of food preparation principles, and techniques and procedures necessary to develop new or revise current recipes.
- Must have skill to manage various cooking processes to ensure that food is served at peak taste, texture and appearance.
- Must have working knowledge of sanitation standards to prevent contamination and cross contamination of food preparation surfaces.
- Must have good communication skills, both oral and written.
- Must have the ability to pass a pre-employment physical, provide evidence of immunization and be free of communicable disease.
- Must have the ability to obtain and maintain an annual health card and attend a food safety training class, provided by employer.

**Physical Demands and Work Environment:** Performs work requiring continual standing and walking, and frequent stooping, reaching, pushing, pulling, and bending. 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 other workers. The work is performed in kitchen areas that are often hot and noisy. Cooks are exposed to steam, fumes, and odors from cooking and to extreme temperature changes when entering walk-in refrigeration or freezing units. There is danger of slipping on wet floors that have been recently mopped or where food has been spilled. They are subject to possible cuts from knives and burns from steam, hot foods, stoves, and hot grease and water.