



# United States Department of the Interior

## BUREAU OF INDIAN EDUCATION

Jeehdeez'a Elementary School

P.O. Box 1073

Pinon, Arizona 86510

## VACANCY ANNOUNCEMENT

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**POSITION TITLE & GRADE:** School Cook, CY-7404-02

**POSITION INFORMATION:** School Year Contract (Full-Time Seasonal)

**SALARY RANGE:** \$18.44 to \$ 26.20 per hour  
(BIE education pay scale is based on education & experience)

**LOCATION:** Department of the Interior, Bureau of Indian Education (BIE),  
Jeehdeez'a Elementary School, Pinon, AZ

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**ANNOUNCEMENT NUMBER:** 19-D35N06-010

**ISSUING DATE:** 09/09/2019

**CONSIDERATION AREA:** Bureau Wide

**CLOSING DATE:** 09/27/2019

**Applications and all accompanying documents must be received by close of business (4:30 p.m. MST) on the closing date of this announcement.**

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**INDIAN PREFERENCE POLICY:** Preference in filling vacancies is given to qualified Indian candidates in accordance with the Indian Preference Act of 1934 (Title 25, USC, Section 472). Form BIA-4432 MUST be submitted with the application if claiming Indian Preference.

**EQUAL OPPORTUNITY EMPLOYER:** Within the scope of Indian preference, all candidates will receive consideration without regard to race, color, sex, religion, sexual orientation, national origin or other non-merit factors.

**REASONABLE ACCOMODATION LANGUAGE:** This agency provides reasonable accommodation to applicants with disabilities. If you need reasonable accommodation for any part of the application and hiring process, please notify this agency. The decision in granting reasonable accommodation will be on a case-by-case basis.

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**STATEMENT OF DUTIES:** School cooks prepares and cooks a variety of meats, vegetables, bread items, desserts and accompanying items for consumption by students in the school cafeteria. This includes preparation of special food items for banquets, field trips, school picnics, and parties. Develops or follows a pre-established menu, using expertise to substitute items as necessary. Cooks are required to order food on a regularly scheduled basis, using established procedures. They prepare daily, weekly and/or monthly required reports, including daily meal required records for reimbursement under the USDA National School Breakfast and Lunch programs in addition maintain supporting documentation as required. The work includes responsibility for assuring that meals, sack lunches and special meal accommodations meet nutritional or other specified requirements. Cooks are responsible for assuring that the school's kitchen is in compliance with applicable tribal, state, and/or federal health and safety requirements. Responsible for the preparation and serving of food, sanitizing of dishes and kitchen utensils/ appliances, unloading and storing food supplies, rotating inventory, and cleanliness of kitchen facilities. Proper supervision of students eating and assisting in the cafeteria is also required of the cooks.

**SUMMARY OF QUALIFICATIONS REQUIRED:** Refer to BIE Education Position Categories and Qualifications Handbook for additional qualification requirements and substitutions for education. Applicants *must meet* the qualification requirements contained in the BIE Education Position Category.

**BASIC EDUCATION AND EXPERIENCE REQUIREMENTS:**

High School or GED diploma and one year related experience is required. Successful completion of a one-year (two semesters) or longer full time training program in food service management may be substituted for the years' experience. School cooks must possess and maintain a valid Food Handler's certificate. All applicants must demonstrate the ability to follow written and oral instructions.

**BASIS OF RATING:** Once the announcement has closed, all applicants for this position will be rated and ranked based upon the extent and quality of their experience, training and/or education as reflected on their resume. The judgment of qualifications will be based on the material submitted; therefore, it is to the applicant's advantage to give complete and thorough information in a neat and orderly fashion.

**CONDITION OF EMPLOYMENT:** A VALID State Driver's License is a prerequisite. If the position requires operation of a motor vehicle in performance of work. A valid State Driver's license must be maintained as a condition of employment; failure to do so may result in removal from the position. Incumbents may be required to wear personal protective equipment as necessary. **An annual physical examination is required.**

**PHYSICAL REQUIREMENTS:**

Good distant vision in one eye and ability to read without strain printed material the size of typewritten characters are required, glasses permitted. Ability to hear the conversational voice, with or without a hearing aid, is required except that some positions may be suitable for persons who are blind or deaf. In most instances, an amputation of arm, hand, leg or foot will not disqualify an applicant for appointment, although it may be necessary that this condition be compensated by use of satisfactory prosthesis. In addition, applicants must have mental and emotional stability.

**OTHER REQUIREMENTS/SPECIAL REFERENCE:**

- You must be a U.S. citizen to qualify for this position.
- Applicant is subject to a favorable background investigation. Upon selection, selectee will be required to complete a Declaration for Federal Employment, OF-306. This is a Non-Critical, Moderate Risk Position subject to a favorable adjudicated background investigation.
- Subject to probationary period for equivalent to two (2) academic semesters, which may be extended.
- The incumbent is required to drive a motor vehicle to conduct business at field locations. A valid State driver's license is required. All applicants MUST submit a current GSA Form 3607, Motor Vehicle Operator's License and Driving Record in order to receive consideration. Incumbent must possess a valid State Driver's License.
- All male applicants born after December 31, 1959, will be required to complete the certification document to confirm their selective service status.
- Government Housing may or may not be available.
- Relocation Expenses WILL NOT be paid.

**NOTE: Persons submitting incomplete applications will be given credit only for the information they provide. It is the applicant's responsibility to submit all required documentation in support of their application in order to receive full credit for their Veteran Preference determination, Indian Preference, education, training and/or experience. ADDITIONAL INFORMATION WILL NOT BE SOLICITED BY THIS OFFICE.**

**Applications become part of the official record and will not be duplicated or returned. This office will accept telefaxed applications. Applicant's qualifications will be evaluated solely on the information submitted by them in their applications. Applications mailed using Government postage and/or envelopes are in violation of OPM and Postal Regulations and will not be considered. E-mailed applications/resumes will NOT be accepted.**

**HOW TO APPLY: Applicants must file a resume. The resume must include Vacancy Announcement No., Job Title, Duties and accomplishments, Employer's name and address, supervisors name and phone number, starting and ending dates (month and year), hours per week, and salary to ensure optimum consideration.**

The following forms listed with an \* **must be submitted** in order to be considered for the position.

1. \*Resume MUST CONTAIN: Vacancy Announcement No., Job Title, Duties and accomplishments, Employer's name and address, supervisors name and phone number, starting and ending dates (month and year), hours per week, and salary. Complete names and telephone numbers of three (3) former employers and three (3) personal references. List people who are not related to you and who know you will on a personal basis and know your qualifications and fitness for the kind of job for which you applying.
2. \*Copy of applicant's high school diploma or equivalent.
3. \*Copy of Valid Food Handlers Certificate
4. \*Form BIA 4432, Verification of Indian Preference for Employment, is required for claiming Indian Preference. The form must be completed by the appropriate official with the federally-recognized tribe where the applicant is enrolled as a member. No other form will be accepted.
5. \*Applicant Screening Questionnaire, Indian Child Protection Requirement Form, must contain original signature and date. This position is covered by P.L. 101-647, Indian Children Protection Requirements, and persons convicted of crimes enumerated in the law are not eligible for the position.
6. \*Form GSA 3607, Motor Vehicle Operator's License and Driving Record, available at <http://www.usa-federal-forms.com/gsa-gsa.html> (USE NONFILLABLE PDF VERSION).
7. Copy of most recent SF-50, Notification of Personnel Action, current or former Federal employees.

**You may fax your application to (928) 725-3306, or you can mail your application to:**

**MAILING ADDRESS:**

**Jeehdeez'a Elementary School  
Attn: Clara Judy  
P.O. Box 1073  
Pinon, Arizona 86510**

**PHYSICAL ADDRESS (FedEx):**

**Jeehdeez'a Elementary School  
Attn: Clara Judy  
3 miles East on Navajo Route 60  
Pinon, Arizona 86510**

**FOR ADDITIONAL INFORMATION:**

**CONTACT: Clara Judy**

**TELEPHONE: (928) 725-3308**

## Applicant Screening Questionnaire

### Indian Children Protection Requirements

Name: \_\_\_\_\_ Social Security Number: \_\_\_\_\_  
(Please print)

Job Title: School Cook Announcement No: 19-D32N07-58

#### Notification Requirements

Section 231 of the Crime Control Act of 1990, Public Law 101-647 (codified in 42 United States Code § 13041), requires that employment applications for Federal child care positions have applicants sign a receipt of notice that a criminal record check will be conducted as a condition of employment. Further, it is required to ask the following:

Have you ever been arrested for or charged with a crime involving a child?

- Yes [If "yes," provide the date, explanation of the violation, disposition of the arrest(s) or charge(s), place of occurrence, and the name and address of the police department or court involved.]
- No

Section 408 of the Miscellaneous Indian Legislation, Public Law 101-630 (codified in 25 United States Code § 3207), requires a criminal history records check as a condition of employment for positions in the Department of Interior that involve regular contact with or control over Indian children. Further, it is required to ask the following:

Have you ever been arrested, found guilty of, or entered a plea of nolo contendere (no contest) or guilty to, any felonious offense, or any of two or more misdemeanor offenses under Federal, State, or tribal law involving crimes of violence; sexual assault, molestation, exploitation, contact or prostitution; crimes against persons; or offenses committed against children?

- Yes [If "yes," provide the date, explanation of the violation, disposition of the arrest(s) or charge(s), place of occurrence, and the name and address of the police department or court involved.]
- No

I certify that my response to the above questions is made under Federal penalty of perjury, which is punishable by fine or imprisonment, and that I have received notice that a criminal history records check will be conducted and is a condition of employment. I understand my right to obtain a copy of any criminal history report made available to the Office of Indian Education Programs and my rights to challenge the accuracy and completeness of any information contained in the report.

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date