

USAF NAF HR: "We Impact Lives!"

Vacancy Announcement #18-022
NAF HUMAN RESOURCES OFFICE
310 E KEARNEY BLVD, BLDG 3303
GOODFELLOW AFB, TX 76908-3218
(325) 654-5276/5275

<http://www.nafjobs.org>

SAN ANGELO, TEXAS

POSITION INFORMATION

TITLE: COOK, NA-06

LOCATION: CHILD DEVELOPMENT CENTER

CATEGORY: REGULAR PART TIME (guaranteed 20 hours and benefits)

WAGE: \$10.75

HOURS: Varies as Needed

OPENING DATE: 20 MAR 2018

CLOSING DATE: OPEN UNTIL FILLED

DESCRIPTION OF WORK: 1. Performs duties which include, but are not limited to, the following: roasts, broils, bakes, fries, boils, steams and stews meats, fish and poultry. Prepares soups, stocks, broths, gravies, sauces and puddings without the use of packaged mixes. Adjusts standardized recipes for numbers of servings, performs yield testing; prepares cold food platters such as ham, salmon and roast beef platters, and salads and hors d'oeuvres; mixes and prepares cold sauces, meat glazes, molded aspics and salad dressings, and carves vegetables and fruits for garnishes for food platters and dishes. 2. Responsible for preparation/serving of all meals and snacks in quantities to meet Air Force instructions USDA CACFP guidelines and accreditation food service guidelines. Follows the posted menu and makes written changes to the menu when necessary. Coordinates any menu changes with the Director. Provides input to the Director for menu preparation, submits suggestions for season menus and makes suggestions on food items should be added or deleted. Prepares entire meals which require coordinating the cooking of several items with different cooking times and characteristics. Plans the cooking process to produce complete meals on time and at the proper temperature. 3. Required to maintain rotation of food inventories to prevent spoilage. Responsible for purchasing and/or ordering goods that defray food costs and reduce waste by obtaining quality foods, in proper quantity, at reasonable prices. Signs for all purchases from the commissary, Sysco (food vendor), Milk and Fruit and vegetable deliveries. Prepares shopping list and submits paperwork for approval to the Director. Unpacks food cartons, and stores food or boxes appropriately. All food items must be dated as received. May accept substitute items from the commissary or appropriate vendor. 4. Cleans, stores, and maintains all kitchen utensils, equipment, and work areas after each meal preparation (Clean as you go concept). Responsible for the general food sanitation of the kitchen following established sanitation procedures. Conducts and documents sanitation inspections weekly for review by Public Health or supervisor during monthly spot inspections. Conducts daily checks of the refrigerator/freezer temperatures and maintains documentation in the Refrigeration Unit Temp. Chart. Daily records production records, meal counts. Documents food amounts and portions served to the children. Submits all records for review to USDA monitor. Performs other related duties as assigned.

QUALIFICATIONS: Must be 18 years of age. Must have experience in preparing meals and snacks from scratch using recipe cards. Must have experience in and knowledge of food preparation principles and characteristics of food, and of planning processes to ensure entire meals are prepared and cooked on time. Must be able to perform yield testing to determine portion cost and to adjust ingredients in standardized recipes. Must have knowledge of procedures to order, issue and store food. Experience and knowledge must have been gained in a grill, snack bar, restaurant, club or similar food activity. Must be able to read, write and speak English. Must be physically able to frequently lift objects weighing up to 40 pounds, and occasionally over 40 pounds. Must be able to continuously stand, walk, stoop, reach, push, pull and bend for long periods of time. Must have HS diploma or equivalent. Must be able to obtain a Food Handler's Certificate and/or complete food handler's training. Must acquire CPR and First Aid certification and have physical examination and AF required immunizations. Subject to satisfactory completion of National Agency Check with Inquiries (NACI), and Dru Sjodin National Sex Offenders registry.

Anyone interested in applying should apply online at <http://www.nafjobs.org>. Applicants claiming **Veteran's Preference** will need to upload or fax a copy of their **DD 214, Member Copy 4**. For **Military Spouse Preference**, applicants will need to upload or fax a copy of their spouse's PCS orders assigning him/her to Goodfellow AFB. The fax number is 325-654-5529.

Goodfellow Air Force Base and the U.S. Air Force are equal opportunity employers. All qualified candidates will be considered regardless of race, color, religion, sex, national origin, age or disability. This agency provides reasonable accommodation to applicants with disabilities where appropriate. If you need a reasonable accommodation for any part of the application and hiring process, please notify the agency. Determinations on requests for reasonable accommodation will be made on a case-by-case basis. All applicants selected for Nonappropriated Funds positions must complete employment eligibility verification as required by the Department of US Citizenship and Immigration Services. **All Federal NAF employees are required by PL 104-134 to have salary payments made by electronic funds transfer/direct deposit.**

****Internal NAF applicants pay may be set according to applicable NAF pay setting rules NOTE: For current appropriated fund (APF) employees, portability pay setting rules apply (REF: AFMAN 34-310, NAF Personnel Program Management and Administration Procedures, para 13.6.2.2)

“Any individual who was required to register with Selective Service and who is not registered or knowingly and willfully did not register before the requirement terminated or became inapplicable, will not be appointed.”