



JOB TITLE	CYP Cook
AGENCY	Commander, Navy Installations Command
BRANCH	N926 Child and Youth Programs / Ikego CDC
JOB ANNOUNCEMENT NUMBER	FFR17-0217
SALARY RANGE	\$13.84 - \$16.14 Hourly, Depending on Experience Plus Non-Taxable Post Allowance
OPENING DATE	Friday, April 7, 2017
CLOSING DATE	Monday, April 17, 2017
SERIES & GRADE	NA-7404-08
POSITION INFORMATION	Regular Full-Time
NUMBER OF VACANCIES	1
DUTY LOCATION(S)	Fleet Activities Yokosuka, Japan
WHO MAY APPLY	Local commuting area to include Seeking SOFA Sponsorship

JOB SUMMARY

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 Development Center (CDC) but may assist with food preparation for the School Age Care (SAC) Program.

DUTIES AND RESPONSIBILITIES

Prepares 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. They plan and prepare or coordinate the preparation of an entire meal. Prepare menu items using special or difficult recipes that require numerous interrelated steps, many ingredients, lengthy preparation time. They prepare a variety of menu items using several different and complex methods of preparation such as cool or chill. Designs, implements and maintains specialized and general office. Monitor temperatures and steam pressures, evaluate the condition of food being cooked at frequent intervals, and turn and baste meat to add flavor and to prevent uneven cooking and drying out. 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 mechanical 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, such as cleaning ceilings; cleaning exhaust hoods; cleaning spaces under and behind kitchen equipment, including moving the equipment; washing floors and walls with powered cleaning equipment; cleaning walk-in refrigerators and freezers; and sanitizing garbage room. 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 items in food storage area. May unload food and supplies from delivery trucks. 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. Performs other duties as assigned.

QUALIFICATIONS REQUIRED

Incumbent must be minimum 18 years of age and have High School Diploma or equivalent.

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. Skill to perform tasks involving several procedures to prepare and cook food in large quantities.

Skill to overcome practical production problems, evaluate final food products, and initiate corrective action when an item does not meet established quality standards.

Skill to develop standardized recipes for quantity cooking; able to expand and modify recipes according to the capacity of the equipment in the kitchen as well and in response to adjustments in the number of servings required.

Skill to manage various cooking processes so that food items are served at their peak taste, texture, and appearance with minimum holding periods and so that safe and critical temperature and time control points are met.

Ability to coordinate a full range of food preparation activities involving quantity food production where a number of items are cooked simultaneously and require varied cooking methods, timing requirements, many ingredients, and numerous interrelated steps.

Ability to communicate effectively in English, both orally and in writing, and possess strong interpersonal communication skill.

CONDITIONS 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.

Must pass a pre-employment physical, provide evidence of immunization and be free from communicable disease.

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

Incumbents must satisfactorily complete all background checks, including a fingerprint check, a National Agency Check with Inquiries (NACI), and a State Criminal History Repository (SCHR) check for childcare positions. Incumbents must also meet all requirements for military base access, and satisfactorily complete a Local Law Enforcement Agency Check (LEAC), as well as the following components of an Installation Record Check (IRC): a check of the Alcohol and Drug Management Information System (ADMITS), a check of the Family Advocacy Program (FAP) records, and a check of the Naval Criminal Investigative Service (NCIS) Consolidated Law Enforcement Operations Center (CLEOC).

Per Department of Defense Instruction (DoDI) 1402.05, Background Checks on Individuals in DoD Child Care Services Programs, incumbents will be automatically disqualified for a conviction in either a civilian or military court (to include any general, special or summary court-martial conviction) or if they received non-judicial punishment (under Article 15 or chapter 47 of Title 10, U.S.C.) for any of the following: a sexual offense; any criminal offense involving a child victim; or a felony drug offense. Additionally, the incumbent will be automatically disqualified if he/she has been held to be negligent in a civil adjudication or administrative proceeding concerning the death or serious injury to a child or dependent person entrusted to the individual's care.

OTHER INFORMATION

Some positions have special requirements. Selection may be tentative pending the completion of the satisfactory employment reference checks and receipt of proof of education (where applicable). Selectee may be required to complete a one (1) year probationary period. Participation in the Direct Deposit/Electronic Fund Transfer is required. Salary is commensurate with experience and/or education.

The Department of the Navy (DON) is an Equal Employment Opportunity Employer. All qualified candidates will receive consideration without regard to race, color, national origin, religion, sex, age, mental or physical disability, genetic information, reprisal, marital status, political affiliation, sexual orientation, or any other non-merit factor. The DON provides reasonable accommodations to applicants with disabilities. Applicants with disabilities who believe they may require reasonable accommodation(s) should email their request to MWR_Recruitment@fe.navy.mil to ensure proper consideration is given.

HOW YOU WILL BE EVALUATED

Using the qualifications of the positions, as predetermined Ranking and Rating Criteria of knowledge, skills, and abilities will be used for each application.

BENEFITS

All benefits offered (medical, dental, life insurance, spouse & dependent life insurance, long-term disability, retirement, and 401(k) savings plan).

You can review our benefits at: <http://www.navymwr.org/resources>

HOW TO APPLY

Interested applicants can submit all required documents to: CNRJ NAF Human Resources Office, Building 1559, in Room 225.

Or send via email to: MWR_RECRUITMENT@fe.navy.mil

Or mail to: Commander Navy Region Japan
NAF Human Resource Office (N941)
PSC 473 Box 12
FPO AP 96349-0001

Please visit our webpage at <http://www.navymwr.org/jobs> to find a sample format and information on Military Spouse Preference.

Please direct inquiries to: MWR_RECRUITMENT@fe.navy.mil

REQUIRED DOCUMENTS

- Resume and NAF Application
- Child and Youth Programs (CYP) Eligibility Packet
- PCS Orders and Family Entry Approval (Military) OR Sponsor's Letter of Employment (Civilian)
- [OF-306](#) (Declaration for Federal Employment / Must be signed in ink and dated within the opening and closing date of this vacancy announcement.)
- Proof of Education (transcripts/copy of degree(s)/certification(s)), if applicable to position requirements
- If claiming Veteran's Preference, a legible copy of DD-214 (page 4).
- If you are a current Federal employee, please submit your most recent Personnel Action Report (PAR) or SF-50

AGENCY CONTACT INFO

Commander Navy Region Japan
NAF Human Resources Office (N941)
PSC 473 Box 12
FPO AP 96349-0001

Commander, Navy Installation Command
Tel: 315-243-5446 / 046-816-5446
Email: MWR_RECRUITMENT@fe.navy.mil

WHAT TO EXPECT NEXT

Please ensure that your application/resume contains all the information requested in the vacancy announcement. If your resume or application does not provide all the information requested on this form and in the job vacancy announcement, **you may lose consideration for the job**. Applications received after the closing date **will not be considered**. If selected for an interview, applicants can expect to be contacted 1-3 weeks after the interview with a position offer or notification of non-selection.