

DEPARTMENT OF HEALTH AND HUMAN SERVICES
**NAVAJO AREA
 INDIAN HEALTH SERVICES**



We will not accept faxed or e-mailed applications.

Applications mailed using government postage or through an internal government mail system will not be considered.

VACANCY ANNOUNCEMENT

GA-09-003

OPENING DATE

01/09/2009

CLOSING DATE

01/23/2009

POSITION

Food Service Worker

LOCATION AND DUTY STATION

Division of Administration & Management
Gallup Indian Medical Center
 Dietetic Branch
 Gallup, New Mexico

NUMBER OF VACANCIES

One (1) PCN: 201616

GRADE/SALARY

WG-7408-03, \$13.28 per hour

APPOINTMENT

Permanent

WORK SCHEDULE

Full-time

AREA OF CONSIDERATION

Navajo Area Wide

PROMOTION POTENTIAL

No

SUPERVISORY/MANAGERIAL

No

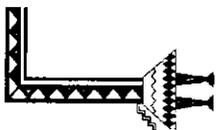
HOUSING

Private Housing Only

TRAVEL/MOVING EXPENSE

No Expenses Paid

DUTIES: This position is located in the Dietary Branch of the Gallup Indian Medical Center (GIMC). The purpose of this position is to provide quality food service to patients, employees and guests through food preparation, service and sanitation. Prepares beverages, uncooked food items, nourishments, supplemental feedings and special formulas according to standardized recipes. Follows directions in weighing, measuring, assembling and mixing ingredients for cooks in food preparation areas, as required. Prepares uncooked food items, such as sandwich spreads, salad dressings and desserts. Prepares and delivers nourishments to patient care areas. Sets up assigned station on the tray line with the correct supplies and food items, disassembles and cleans the station after the serving period. Clearing patient tray assembly, selects and places food items on patient trays, according to regular or modified menu, individual diet cards or patient selections. Can identify obvious discrepancies between the prescribed diets and the food items designated by the menu. Serves and replenishes cafeteria lines at scheduled times. Utilizes established policies and procedures, maintains a sanitary, safe working environment for employees and food production, by using proper personal hygiene and universal precautions to protect self and all who come in contact with products prepared in the department. Applies principles of proper storage of foods and supplies using FIFO (first in, first out), including labeling and dating all products received and stored. Answers the phone promptly and courteously and takes appropriate action. Obtains pertinent patient diet records. Appropriately records and maintains data/documents required for CQI/JCAHO/EPMS and assists with data collection, as needed. Properly prepares work orders for the maintenance and repair of kitchen equipment to keep services operating efficiently. Assists with recording meal counts and physical inventory. Occasionally, will be provided written instructions to follow during the verbal presentation. May be required to assist with nutritional screening of inpatients. Performs other related duties as assigned.



THIS POSITION IS LOCATED IN A TOBACCO-FREE ENVIRONMENT



YOUR DESCRIPTION OF WORK EXPERIENCE, LEVEL OF RESPONSIBILITY, AND ACCOMPLISHMENTS WILL BE USED TO DETERMINE THAT YOU MEET THE FOLLOWING REQUIREMENTS:

BASIC QUALIFICATIONS: Your description of work experience, level or responsibility, and accomplishments will be used to determine that you meet the following requirements.

- Element 1:** Ability to do Food Service Work without more than normal supervision. (Screen-out-Element)
- Element 25-A:** Work Practices, Cleanliness, Neatness, and Sanitation in Food Service Work.
- Element 25-E:** Technical practices in Food Service work (Technical procedures and practices).
- Element 75-B:** Ability to read, understand and follow food preparation and serving instructions, manuals, etc.
- Element 81:** Ability to use and care for food preparation and serving tools, utensils and equipment.
- Element 82-A:** Knowledge of food preparation and serving ingredients.
- Element 86:** Dexterity and Safety in Food Service Work.

SUPPLEMENTAL QUESTIONNAIRE: The supplemental questionnaire attached to this announcement has been prepared as an aid in preparing your KNOWLEDGE, SKILLS, and ABILITIES related to the job elements required for this position. Failure to submit this Supplemental Questionnaire may result in applicants not receiving proper credit for their experience.

SKILLS AND KNOWLEDGE: Must be able to read, write and comprehend the English language. Perform simple mathematics, i.e. add, subtract, multiply, divide, using whole numbers, fractions and decimals and use correct measuring utensils and scales regularly.

Performs tasks with several steps and use judgment in the appropriate sequence of tasks. Operates and cleans food service equipment. Follows personal hygiene standards, applies safety and infection control policies and procedures.

Apply basic food handling principles as evidenced by passing the current annual OEH Food Handlers Permit test.

PHYSICAL EFFORT: Is able to frequently lift and/or move objects weighing up to 40 lbs., unassisted, and greater than 40 lbs., assisted, and is able to work on ladders. Is subject to continuous standing, walking, frequent stooping, reaching, pushing, pulling, bending, twisting, and sitting. Performs heavy duty cleaning tasks using powered cleaning equipment.

WORKING CONDITIONS: Regularly exposed to noise variations, hot liquids, sharp cutting blades, hot working surfaces, extreme temperature changes, humidity, potentially hazardous chemicals, slippery floors, and enclosed areas. Ability to frequently lift and/or move objects weighing up to 40 lbs., unassisted, and greater than 40 lbs., assisted. Is subject to continuous standing, walking, frequent stooping, reaching, pushing, pulling, etc. Performs cleaning tasks utilizing powered cleaning equipment.

Works on scheduled rotational shifts including week-ends, holidays and evenings.

SELECTIVE PLACEMENT FACTOR: Must have a current valid Food Handlers permit.

IMMUNIZATION REQUIREMENT All persons born after 12-31-56, must provide proof of immunity to Rubella and Measles. Serology testing to confirm immunity and/or immunizations will be provided free of charge. Special consideration may be allowed to individuals, who are allergic to a component of a vaccine, have a history of severe reaction to a vaccine, or who are currently pregnant. This applies to candidates for positions in any Service Unit or any Area Office position, which requires regular work at a Service Unit.

LEGAL AND REGULATORY REQUIREMENTS: Candidates must meet time-after-competitive appointment, time-in-grade (if applicable), and qualification requirements by the closing date of the vacancy announcement.

••• NOTE ••• Refer to OPM Handbook X-118C, Series, WG-7408 for complete information. For more information, contact your Servicing Human Resources Office.

WHO MAY APPLY

Merit Promotion Plan (MPP) Candidates: Applications will be accepted from status eligibles (e.g., reinstatement eligibles and current permanent employees in the Competitive federal service), and from current permanent IHS employees in the Excepted federal service who are entitled to Indian Preference.

Excepted Service Examining Plan (ESEP) Candidates: Applications will be accepted from individuals entitled to Indian Preference. Current permanent IHS Excepted service employees and Competitive service employees or Reinstatement eligibles entitled to Indian Preference may also apply under the provisions of the Indian Health Service Excepted Service Examining Plan. These candidates **MUST** indicate on their "Application for Federal Employment" whether their application is submitted under the IHS Excepted Service Examining Plan, the IHS Merit Promotion Plan, or both.

Applications will also be accepted from individuals eligible for non-competitive appointment (e.g., applicants eligible for appointment under the Veterans' Readjustment Act, the severely handicapped, or those with a 30% or more compensable service-connected disability).

INFORMATION FOR DISPLACED EMPLOYEES REQUESTING SPECIAL SELECTION PRIORITY CONSIDERATION UNDER THE INTERAGENCY CAREER TRANSITION ASSISTANCE PROGRAM (ICTAP).

If you are a displaced Federal employee, you may be entitled to receive special priority consideration under the ICTAP. To receive this priority consideration, you must:

1. Be a displaced Federal employee. You must submit a copy of the appropriate documentation such as RIF separation notice, a letter from Office of Personnel Management (OPM) or your agency documenting your priority consideration status with your application package. The following categories of candidates are considered displaced employees.
 - A. Current or former career or career-conditional (tenure group I or II) competitive service employees who:
 1. Received a specific RIF separation notice; or
 2. Separated because of a compensable injury, whose compensation has been terminated, and whose former agency certifies it is unable to place; or
 3. Retired with a disability and whose disability annuity has been or is being terminated; or
 4. Upon receipt of a RIF separation notice retired on the effective date of the RIF and submit a Standard Form 50 that indicates "Retirement in lieu of RIF;" or
 5. Retired under the discontinued service retirement option; or
 6. Was separated because he/she declined a transfer of function or directed reassignment to another commuting area.
 - OR**
 - B. Former Military Reserve or National Guard Technicians who are receiving a special OPM disability retirement annuity under section 8337(h) or 8456 of Title 5, United States Code.
2. Be applying for a position at or below the grade level of the position from which you have been separated. The position must not have a greater promotion potential than the position from which you were separated.
3. Have a current (or last) performance rating of record of at least fully successful or equivalent. This must be submitted with your application package. (This requirement does not apply to candidates who are eligible due to compensable injury or disability retirement).
4. Occupy or be displaced from a position in the same local commuting area of the position for which you are requesting priority consideration.
5. File your application by the vacancy announcement closing date and meet all the application criteria (e.g., submit all required documentation, etc.)
6. Be rated well qualified **by achieving a score of 80 on a rating scale of 70 to 100** for the position including documented selective factors, quality ranking factor, physical requirements with reasonable accommodations and is able to satisfactorily perform the duties of the position upon entry.

EVALUATION CRITERIA: Evaluation will be made of Experience, Performance Appraisals, Training, Awards and Outside Activities, which are related to this position. To receive full credit for your qualifications, provide a narrative statement of training, awards, hobbies, self-developed achievements, and any other aspects of your background as they relate to the knowledge, skills, and abilities (KSAs) outlined below and show the level of accomplishment and degree of responsibility.

HOW AND WHERE TO APPLY: All applicants must submit the following to the Gallup Indian Medical Center, Division of Human Resources, 217 Marguerite Street, P. O. Box 1337, Gallup, New Mexico 87305, by 4:30 p.m., on the closing date of: 01-23-2009. For more information contact: Donita Lomatska at 505-722-1412. **Electronic or telefaxed resumes' or applications will not be accepted.**

1. OF-612, Optional Application for Federal Employment; or SF-171, Application for Federal Employment; or *Resume; or any other written application format**. **INFORMATION REQUIRED ON RESUMES' AND OTHER APPLICATION FORMATS outlined below.**
2. A copy of an Official Bureau of Indian Affairs Preference Certificate, BIA Form 4432, signed by the appropriate BIA Official, must be submitted if the applicant claims Indian Preference. Navajo Area Indian Health Service employees claiming Indian Preference need not submit the BIA Form 4432, but **MUST** state that such documentation is contained in their Personnel Folder.
3. Submit DD-214 Veterans' Preference Certification, if claiming Veterans' preference. In addition, if claiming 10-point preference, submit SF-15 to show proof of 10-point preference. Veterans' Preference is not applicable to current HHS permanent employees, federal employees with competitive status, or Reinstatement eligible;
4. Copy of latest SF-50, Notification of Personnel Action, if a current or prior federal employee;
5. Latest Performance Appraisal, if a current federal employee;
6. Official College Transcript, to show proof of undergraduate or graduate education.
7. Supplemental Questionnaire (KSA) – failure to submit KSA narrative may adversely affect your ranking for this position.
8. Must provide a copy of a valid Food Handlers permit.

NOTE: "Declaration for Federal Employment" (OF-306) AND the Addendum "Child Care & Indian Child Care Worker Positions," must both be completed and submitted with original signature to determine your suitability for Federal employment, to authorize a background investigation, and to certify the accuracy of all the information in your application. Responding "Yes" to any one of the two questions on the Addendum can make you ineligible for employment in this position. **If you make a false statement in any part of your application, you may not be hired; you may be fired after you begin work; or you may be fined or jailed.**

All applicants claiming Indian Preference must submit an official **Bureau of Indian Affairs (BIA) Form 4432, Verification of Indian Preference for Employment.**

INFORMATION REQUIRED ON RESUMES AND OTHER APPLICATION FORMATS: Resumes or other application formats must contain all of the information listed below in sufficient detail to enable the Human Resources Office to make a determination that you have the required qualifications for the position. Specifically, the information provided under #6 (High School), #7 (Colleges and Universities), and #8 (Work Experience) would be used to evaluate your qualifications for this position. **FAILURE TO INCLUDE ANY OF THE INFORMATION LISTED BELOW MAY RESULT IN LOSS OF CONSIDERATION FOR THIS POSITION.**

1. Announcement Number, Title and Grade of the job for which you are applying;
2. Full name, mailing address (with zip code), day and evening phone numbers (with area codes);
3. Social Security Number;
4. Country of Citizenship;
5. Highest Federal civilian grade held (give series and dates held; attach SF-50, if applicable);
6. High School: Name, City, State (zip code, if known), and date of diploma or GED;
7. Colleges and Universities: Name, City, State (zip code, if known), Majors, Type and Year of Degrees received (if no Degree, show total semester or quarter hours earned); attach official transcript;
8. Work Experience (paid and non-paid) – Job title, duties and accomplishments, Employers' names and addresses, Supervisors' names and phone numbers, starting and ending dates (month/year), hours worked per week, and salary;
9. Indicate if we may contact your current supervisor;
10. Job-related training courses; skills, certificates, registrations, and licenses (current only), honors, awards, special accomplishments, etc.

NOTE: Persons who submit incomplete applications will be given credit only for the information they provide and may not, therefore, receive full credit for their veterans' preference determination, Indian preference, education, training, and/or experience. **THIS OFFICE WILL NOT SOLICIT ADDITIONAL INFORMATION.**

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

VETERANS: Veterans who are preference eligible or who have been separated from the Armed Forces under honorable conditions after three (3) years or more of continuous active service may apply.

ADDITIONAL SELECTIONS: Additional or alternate selection may be made within 90 days of the date of the certificate issued if the position becomes vacant or to fill an identical additional position in the same geographical location.

INDIAN PREFERENCE: Preference in filling vacancies is given to qualified Indian candidates in accordance with the Indian Preference Act. In other than the above, the IHS is an Equal Opportunity Employer.

SELECTIVE SERVICE CERTIFICATION: If you are a male born after December 31, 1959, and you want to be employed by the Federal government, you must (subject to certain exemptions), be registered with the Selective Service System.

EQUAL EMPLOYMENT OPPORTUNITY: SELECTION FOR POSITIONS WILL BE BASED ON MERIT WITH NO DISCRIMINATION FOR NON-MERIT REASONS, SUCH AS RACE, COLOR, RELIGION, GENDER, SEXUAL ORIENTATION, NATIONAL ORIGIN, POLITICS, MARITAL STATUS, PHYSICAL HANDICAP, AGE OR MEMBERSHIP OR NON-MEMBERSHIP IN AN EMPLOYEE ORGANIZATION. PROMOTIONS OR APPOINTMENTS WILL NOT BE BASED ON PERSONAL RELATIONSHIP OR OTHER TYPES OF PERSONAL FAVORITISM OR PATRONAGE.

Donita Lematka (S)

Human Resources Clearance

January 8, 2009

Date

EACH APPLICATION FORM AND DOCUMENT FORM MUST BE INDIVIDUALLY IDENTIFIED BY THIS ANNOUNCEMENT NUMBER GA-09-003. ALL ORIGINAL DOCUMENTS AND COMPLETED APPLICATION FORMS ARE TO BE DUPLICATED BY THE APPLICANT BEFORE SUBMISSION AS WE DO NOT HONOR REQUESTS FOR COPIES. COMPLETED FORMS WHEN SUBMITTED BECOME THE PROPERTY OF THIS HUMAN RESOURCES OFFICE AND WILL NOT BE RETURNED.

SUPPLEMENTAL EXPERIENCE STATEMENT (Must accompany applications for employment)
FOOD SERVICE WORKER, WG-7408-3/4

NAME: _____ **VACANCY ANNOUNCEMENT #: GA-07-012**

Note to applicants: Use Columns II & III to answer questions in Column I. Use additional plain sheets of paper if needed.

<p align="center">Column I</p>	<p align="center">Column II</p> <p align="center">Indicate job number or experience on OF-612, application or resume to which this refers.</p>	<p align="center">Column III</p> <p align="center">In this column, write your answers to the questions in Column I. For schooling, include formal school, trade school, military classes, etc.; state subjects and grade level applicable to the position, paid or not paid, part-time or full-time and hobbies appropriate to the job.</p>
<p>I. <u>ELEMENT 1. Ability to do the Work of Food Service Worker Without More Than Normal Supervision. (Screen-out Element)</u> Tell about your experience where you have had to work independently, make decisions, plan operations, show job responsibility, exercise initiative in food service work. What in your background shows you have this ability?</p>		

2. ELEMENT 25-A: Work Practices, Cleanliness, Neatness, and Sanitation in Food Service Work.
Ability to keep work areas and equipment clean, neat, sanitary and in order; apply safety and infection control policies and procedures; and to maintain the personal hygiene and grooming expected of a food service worker. What in your background shows you have this knowledge?

3. ELEMENT 25-E: Technical Practices in Food Service Work.
This is the ability to modify diets prescribed by physicians, and set up patient trays and employee meals in an attractive, accurate manner with required foods and other items. This includes the ability to deliver meals, nourishments and special feedings to patient area per written departmental policies. What in your background shows you have this ability?

4. ELEMENT 75-B: Ability to Read, Understand and Follow Food Preparation and Serving Instructions, Manuals, etc. This is knowledge and ability to read, understand and follow written and oral instructions, policies and manuals relating to Food Service Worker aspects of food preparation and serving work. Ability to follow recipes and cook's worksheets; and knowledge of food preparation methods. What in your background shows you have this ability?

5. ELEMENT 81: Ability to Use and Care for Food Preparation and Serving Tools, Utensils and Equipment. This is the knowledge and ability to use and care for tools, utensils and equipment required in quantity cooking, food preparation and serving. What in your background shows you have this ability?

6. ELEMENT 82-A: Knowledge of Food Preparation and Serving Ingredients. This is knowledge of quantity food preparation and serving ingredients and materials required in performance of Food Service Worker duties. This includes the ability to do kitchen related math to count servings, determine supplies available and needed. And the ability to judge ingredients or products prepared in quantities by odor, taste, appearance, or consistency. What in your background show you have this knowledge?

7. ELEMENT 86: Dexterity and Safety in Food Service Work. This is the ability to perform food service worker duties and to use tools, utensils, and equipment with dexterity, speed, safety, and excellent quality of end product. What in your background shows you have this ability?

After completing this form, look it over carefully to make sure that you have signed it and answered all questions. Be sure that you have given complete information about your experience. You cannot be given credit for work you do not tell us about.

STATEMENTS CONCERNING QUALIFICATIONS MAY BE VERIFIED BY THE HUMAN RESOURCES OFFICE EXAGGERATION OR MISSTATEMENTS MAY BE CAUSE FOR YOUR DISQUALIFICATION OR LATER REMOVAL FROM THE SERVICE.

I certify that all of the statements made in the application are true, complete and correct to the best of my knowledge and belief and are made in good faith.

Signature of applicant _____ Date _____
(Sign in Ink)