



**DEPARTMENT OF EDUCATION
HUMAN RESOURCES DIVISION**

501 Mariner Avenue
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JON J.P. FERNANDEZ
Superintendent of Education

ANTONETTE MUÑA SANTOS
Administrator

The Department of Education is currently accepting job applications for the following position to ESTABLISH A LIST:

OPEN-COMPETITIVE JOB ANNOUNCEMENT (NO. HRD-064-2019)

COOK'S ASSISTANT (9.141)*

OPENING DATE: September 9, 2019 **CLOSING DATE:** September 20, 2019

SALARY: Pay Grade D – General Pay Plan (GPP)

Open: Step 1-10, \$19,040.00 - \$26,138.00 Per Annum
Promotional: Step 1-18, \$19,040.00 - \$33,558.00 Per Annum

DUTY: Probationary/Permanent Full-Time Appointment

LOCATION: Any School

We are an Equal Opportunity Employer

MINIMUM EXPERIENCE AND TRAINING – Six months of experience in food service work including light cooking duties; or any equivalent combination of experience and training which provides the minimum knowledge, abilities and skills. (Important: Please submit official or verified copies of education diploma, degree, or transcript with your job application.) **NECESSARY SPECIAL QUALIFICATION** – Possession of a valid health certificate from the Department of Public Health and Social Services.

NATURE OF WORK: Assists in the preparation and cooking of food. (Illustrative examples of work: (These examples do not list all the duties which may be assigned; any one position may not include all the duties listed.) Assists in preparing and cooking regular and special diets according to prescribed menus, recipes, and cooking instructions. Assists in preparing meat dishes, soups, sauces, vegetables, eggs, and a variety of other foods. Prepares, cooks, and weighs foods for special diet from specific written orders, manuals, and recipes. Assists food service workers in cleaning work areas and handling food, equipment and supplies. Applies safe and sanitary work practices on the job. Maintains work records. Performs related duties as required). **MINIMUM KNOWLEDGE, ABILITIES AND SKILLS:** Knowledge of foods and their preparation and cooking. Knowledge of food sanitation procedures. Ability to work long hours while standing in rooms at high temperatures. Ability to apply safe and sanitary work practices on the job. Ability to work effectively with the public and employees. Ability to understand and follow oral and written instructions. Ability to maintain work records.

EMPLOYMENT BENEFITS: This is a permanent, full-time position for any school. New hires serve a probationary period of at least six months. Satisfactory completion of the probationary period entitles the employee to permanent civil service status and protection. Benefits include: enrollment in the government's Retirement Fund system; group health and life insurance coverage; paid vacation and sick leave; and paid holidays. Full-time employment consists of 40 hours of regular work per week with 26 pay periods per year.

APPLICATION SUBMISSION AND DEADLINE: Employment applications may be obtained from our office, located at **Building-B, 501 Mariner Avenue, Barrigada** or printed from the **Department of Education's website at www.gdoe.net**. Interested applicants must submit a completed "Employment Application" form to the **DEPARTMENT OF EDUCATION, Human Resources Division Office, on or before the application deadline**. Applications with supporting documents will be accepted up until **September 20, 2019** at the Human Resources Division Office between the hours of 8:00 a.m. to 5:00 p.m., Monday through Friday, except holidays. **Please note that there are two types of DOE job applications – one for FCHPA Covered Positions and one for FCHPA Exempt Positions.**

***FAIR CHANCES HIRING PROCESS ACT (FCHPA):** This is an Exempt position. Please complete an FCHPA Exempt Position Job Application. For exempt positions, employers are exempt from following the Fair Chances Hiring Process (pursuant to P.L. 34-22) which prohibits employers from asking for criminal history information until a conditional job offer is given. Under this job announcement you are requested to submit a police and court clearance report and to answer questions regarding any criminal convictions at the time of application in order to expedite the hiring process. Convictions, dismissals from employment, dishonorable separations from military service, or other conditions do not necessarily mean automatic disqualification. In determining employment suitability, we will evaluate the circumstances of each individual case, keeping in mind the requirements of the position to be filled as well as final review and approval from the Superintendent.

FOR ADDITIONAL INFORMATION: Please refer to the **Employment Application General Instructions and Important Information Sheets**, call 475-0496, and/or come by and visit our office.

ANTONETTE MUÑA SANTOS,
Personnel Services Administrator

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