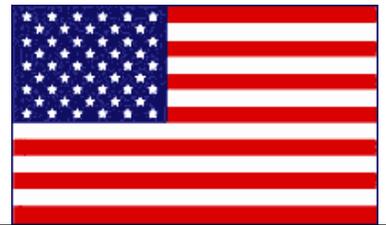




# PORTLAND VA MEDICAL CENTER

Portland, Oregon Division  
Vancouver, Washington Division  
Community Based Outpatient Clinics  
Salem, OR Bend, OR  
Camp Rilea (Warrenton, OR)



## NOTICE OF VACANCY

<b>1. <u>Announcement Number</u></b>  <b>MP-09-0025-SJ</b>	<b>2. <u>Title, Series, Grade, Salary</u></b>  <b>Cook (PD# 64) NA-7408-6 \$12.24 per hour</b>	<b>3. <u>Tour of Duty</u></b>  <b>6:00a – 2:30p M-F</b>	<b>4. <u>Duty Station</u></b>  <b>Veteran's Canteen Service, Portland, OR</b>
<b>5. <u>Type &amp; Number of Vacancies</u></b>  <b>Permanent 1 Full-time position</b>	<b>6. <u>Contact</u></b>  <b>Human Resources Assistant 503-273-5236</b>	<b>7. <u>Opening Date</u></b>  <b>10/24/08</b>	<b>8. <u>Closing Date</u></b>  <b>11/13/08</b>

### **WHO MAY APPLY TO THIS ANNOUNCEMENT:**

- Any US Citizen

### **MAJOR DUTIES:**

Independently performs a full range of cooking tasks which entails the planning, preparation and coordination of entire meals. Operates a variety of kitchen equipment such as gas, electric, steam, or microwave heat sources. Cleans and uses a variety of cooking utensils required to measure, weigh, and process food items. This position requires a thorough knowledge (general and technical) of the methods, steps, and procedures necessary for the planning, coordinating, preparing, and presenting of regular or special meals. Incumbent works under the general supervision of the Supervisor or designated management official, who provides assignments via written and oral instructions. Incumbent performs work that requires continual standing and walking, and frequent stopping, reaching, pushing, pulling, and bending. The work is performed in the kitchen areas which are often hot and noisy.

### **THIS POSITION IS IN THE BARGAINING UNIT**

### **CONDITIONS OF EMPLOYMENT:**

Although the duty station is shown in this announcement, it may be necessary to utilize the selected person's services at a different location within the Portland VA Medical Center commuting area if conditions require it in the future

Eligible employees may be non-competitively reassigned to fill this position as an exception to merit promotion.

Public transit subsidy benefits are available. Carpooling assistance is provided. However, single occupancy parking is limited on main Portland campus.

This agency provides reasonable 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

The United States Government does not discriminate in employment on the basis of race, color, religion, sex, national origin, political affiliation, sexual orientation, marital status, disability, age, membership in an employee organization, or other non-merit factor.

It is the policy of the Department of Veterans Affairs that all Federal wage and salary payments are paid to employees by Direct Deposit/Electronic Funds Transfer (DD/EFT).

### **HOW TO APPLY:**

#### **Portland VAMC Permanent Employees must submit:**

Canteen employees need to complete, sign and date Application for Promotion or Reassignment (VA Form 4-4078) and submit to the Veterans Canteen Service Office.

#### **US Citizens must submit:**

1. [OF 612, Optional Application for Federal Employment](#), or Resume. (Please refer to [OF-510, Applying for a Federal Job](#) on the USA jobs website (<http://www.usajobs.gov/>) for information on how to apply with a resume instead of OF-612
2. [OF-306, Declaration for Federal Employment](#) (January 2001 version or later). (REQUIRED).
3. Veterans Preference:
  - a. DD-214, Military Discharge Paper (member copy #4 for July 1979 or later editions) (For 5 Point Veteran's Preference).
  - b. [SF-15, Application for 10-point Veteran Preference](#) (December 2004 version or later)
  - c. VA letter of service-connected disability rating dated 1991 or later.

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4. SF-50, Notification of Personnel Action (if applying as a current or former federal employee).
5. Narrative statement relating to all of the KSAs. Candidates must submit a narrative statement on a separate page(s) with specific responses to all of the knowledge, skills, and abilities (KSAs) in this announcement. Failure to submit your narrative response to all of the KSAs will result in the applicant not being referred for the position.
6. A copy of your college transcripts (Optional unless education is required).

**Equal Employment Opportunity:**

All qualified applicants will receive equal consideration without regard to race, religion, color, national origin, sex, political affiliation, marital status, non-disqualifying physical or mental handicap, age, or membership or non-membership in a labor organization.

**All application packets must be received in Human Resources by Close of Business (COB) on 11/13/08.**

Application forms may be obtained in Human Resources Office or on our internal website.

<http://vaww.portland.med.va.gov/Departments/CFO/HR/>

*Applications may be mailed to:*

Portland VA Medical Center, P2CANT

**Attn: MP-09-0025-SJ**

PO Box 1034

Portland, OR 97207

*Or brought in person to:*

Portland VA Medical Center

3710 SW US Veterans Hospital Rd

Building 100, Room 1D130

Portland OR 97239

**APPLICANT'S PLEASE NOTE:**

- Education must be accredited by an accrediting institution recognized by the U.S. Department of Education in order for it to be credited towards qualifications (particularly positions with a positive education requirement.). Therefore, applicants must report only attendance and/or degrees from schools accredited by accrediting institutions recognized by the U.S. Department of Education.
- Applicants can verify accreditation at the following website: <http://www.ed.gov/admins/finaid/accred/index.html>. All education claimed by applicants will be verified by the appointing agency accordingly.

**IMPORTANT NOTICE ABOUT APPLICANT'S RESPONSIBILITY:**

- It is the applicant's responsibility to submit documentation to support his/her application for this position. Applicant is responsible for ensuring that all experience, formal training, award recognition, etc. are documented in the application package. Experience may include voluntary or other non-paid experience in the appropriate field. If you feel that your training record contains information pertinent to your qualifications, then you must submit a printed copy of your training record with your application package. Your training record will become part of the specific vacancy file and will not be filed in Official Personnel Folder. Human Resources Management Division will not photocopy any application material; applicants are responsible for making photocopies prior to submitting applications.
- **It is the responsibility of the applicant to ensure timely receipt of the application, regardless of the method used for submission. The VA assumes no responsibility for the late delivery of applications (i.e. postal service delays). The Portland VA Medical Center will not accept FAX, or emailed applications or applications in a US government envelope.**