

GOVERNMENT OF KIRIBATI
POSITION DESCRIPTION

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| 1. Ministry: <i>Ministry of Employment & Human Resources Development</i> | | |
| 2. Position Title: <i>Cook</i> | 3. Salary Level: <i>L18-15</i> | 4. Division: <i>Marine Training Centre</i> |
| 5. Reports To: <i>Chief Caterer</i> | 6. Direct Reports: (Write No. & Position Title: <i>Captain Superintendent</i>) | |
| 7. Primary Objective of the Position: To prepare and cook meals for up to 200 hungry and active students, preparing & cooking meals for Official Functions. | | |

| 8. Position Overview: Cooking and Supervision of trainees | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| 9. Financial: Nil | 10. Legal: <ul style="list-style-type: none"> i. Kiribati National Condition of Service 2020 ii. Kiribati Maritime Act 2017 iii. IMS Policy MTC iv. ISM v. ISPS vi. MTC Assessment Policy & Procedure vii. MTC OHS & EQ Policy viii. Company Business Ethics ix. Kiribati Shipping Act | <ul style="list-style-type: none"> x. Merchant Shipping Act 2006 xi. Financial Regulation 2012 xii. Kiribati Maritime Bill 2016 xiii. Environmental Act as amended xiv. MLC 2006 xv. MTC Instructors Standing Order & Annex xvi. STCW/STCW-F SOLAS xvii. MTC Alcohol & Drug Policy xviii. Gender and Sexual Harassment Policy, Violence and Bullying xix. MTC Dep't Operational Manual | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 11. Internal Stakeholders: <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 5px;"> <thead> <tr> <th style="width: 15%;">Subject</th> <th style="width: 15%;">Captain Superintendent</th> <th style="width: 15%;">DSC/QMC</th> <th style="width: 15%;">HoD</th> <th style="width: 15%;">Doctor</th> </tr> </thead> <tbody> <tr><td>Damage</td><td style="text-align: center;">✓</td><td style="text-align: center;">✓</td><td style="text-align: center;">✓</td><td></td></tr> <tr><td>Injuries</td><td style="text-align: center;">✓</td><td style="text-align: center;">✓</td><td style="text-align: center;">✓</td><td style="text-align: center;">✓</td></tr> <tr><td>Incidents</td><td style="text-align: center;">✓</td><td style="text-align: center;">✓</td><td style="text-align: center;">✓</td><td style="text-align: center;">✓</td></tr> <tr><td>Maintenance</td><td></td><td style="text-align: center;">✓</td><td style="text-align: center;">✓</td><td></td></tr> <tr><td>Purchases</td><td style="text-align: center;">✓</td><td></td><td style="text-align: center;">✓</td><td></td></tr> <tr><td>Claims</td><td style="text-align: center;">✓</td><td style="text-align: center;">✓</td><td style="text-align: center;">✓</td><td></td></tr> <tr><td>Certificate</td><td style="text-align: center;">✓</td><td></td><td style="text-align: center;">✓</td><td></td></tr> <tr><td>Management reviews</td><td style="text-align: center;">✓</td><td style="text-align: center;">✓</td><td style="text-align: center;">✓</td><td></td></tr> <tr><td>Courses</td><td></td><td style="text-align: center;">✓</td><td style="text-align: center;">✓</td><td></td></tr> </tbody> </table> | Subject | Captain Superintendent | DSC/QMC | HoD | Doctor | Damage | ✓ | ✓ | ✓ | | Injuries | ✓ | ✓ | ✓ | ✓ | Incidents | ✓ | ✓ | ✓ | ✓ | Maintenance | | ✓ | ✓ | | Purchases | ✓ | | ✓ | | Claims | ✓ | ✓ | ✓ | | Certificate | ✓ | | ✓ | | Management reviews | ✓ | ✓ | ✓ | | Courses | | ✓ | ✓ | | 12. External Stakeholders: <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 5px;"> <thead> <tr> <th style="width: 10%;">Subject</th> <th style="width: 10%;">MEHR</th> <th style="width: 10%;">MFED</th> <th style="width: 10%;">Marine Division</th> <th style="width: 10%;">Resp. Port Author</th> <th style="width: 10%;">Hospital</th> <th style="width: 10%;">Donors</th> <th style="width: 10%;">PUB/PWU</th> <th style="width: 10%;">Crewing Agent</th> </tr> </thead> <tbody> <tr><td>Damage</td><td style="text-align: center;">✓</td><td></td><td></td><td></td><td></td><td></td><td style="text-align: center;">✓</td><td></td></tr> <tr><td>Maintenance</td><td style="text-align: center;">✓</td><td></td><td></td><td></td><td></td><td></td><td style="text-align: center;">✓</td><td></td></tr> <tr><td>Injuries</td><td style="text-align: center;">✓</td><td></td><td></td><td></td><td style="text-align: center;">✓</td><td></td><td></td><td></td></tr> <tr><td>Purchasing</td><td></td><td style="text-align: center;">✓</td><td></td><td></td><td></td><td style="text-align: center;">✓</td><td></td><td></td></tr> <tr><td>Certificates</td><td></td><td></td><td style="text-align: center;">✓</td><td></td><td></td><td></td><td></td><td style="text-align: center;">✓</td></tr> <tr><td>Courses</td><td style="text-align: center;">✓</td><td></td><td style="text-align: center;">✓</td><td style="text-align: center;">✓</td><td></td><td></td><td></td><td style="text-align: center;">✓</td></tr> <tr><td>Regulations</td><td style="text-align: center;">✓</td><td></td><td style="text-align: center;">✓</td><td style="text-align: center;">✓</td><td></td><td></td><td></td><td style="text-align: center;">✓</td></tr> </tbody> </table> | Subject | MEHR | MFED | Marine Division | Resp. Port Author | Hospital | Donors | PUB/PWU | Crewing Agent | Damage | ✓ | | | | | | ✓ | | Maintenance | ✓ | | | | | | ✓ | | Injuries | ✓ | | | | ✓ | | | | Purchasing | | ✓ | | | | ✓ | | | Certificates | | | ✓ | | | | | ✓ | Courses | ✓ | | ✓ | ✓ | | | | ✓ | Regulations | ✓ | | ✓ | ✓ | | | | ✓ |
| Subject | Captain Superintendent | DSC/QMC | HoD | Doctor | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Damage | ✓ | ✓ | ✓ | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Injuries | ✓ | ✓ | ✓ | ✓ | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Incidents | ✓ | ✓ | ✓ | ✓ | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Maintenance | | ✓ | ✓ | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| Certificate | ✓ | | ✓ | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Management reviews | ✓ | ✓ | ✓ | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Courses | | ✓ | ✓ | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Subject | MEHR | MFED | Marine Division | Resp. Port Author | Hospital | Donors | PUB/PWU | Crewing Agent | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| Regulations | ✓ | | ✓ | ✓ | | | | ✓ | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| To be referred to Manager: SRO | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |

This position description provides a comprehensive, but not exhaustive, outline of the key activities of the role. It is an expectation that you may be required to perform additional duties as required.

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| Approved by: | Date of Issue: |
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| To be referred to: Captain Superintendent | | |
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| 13. KEY ACCOUNTABILITIES <i>(Include linkage to KDP, MOP and Divisional Plan)</i> | | |
| <ul style="list-style-type: none"> ▪ <i>KDP/KPA:</i> ▪ <i>MOP Outcome:</i> ▪ <i>Divisional/Departmental/Unit Plan:</i> | | |
| Key Result Area/Major Responsibilities | Major Activities/Duties | Performance Measures/Outcomes |
| <ul style="list-style-type: none"> - Cooking - Washing cooking Utensils - Maintenance - Supervising food serving - Teaching | <ul style="list-style-type: none"> - Preparing and cooking breakfast, lunch and dinner according to the duty cook roster. - Supervision of students on galley duties including food preparation of all meals. - Maintaining discipline in the galley/food preparation situation. - Providing guidance in galley safety to students. - Maintaining galley in a clean and hygienic condition. - Relieving storeman - Assisting with basic cookery courses. - Any other duties required of him by Chief Caterer or Captain Superintendent | <ul style="list-style-type: none"> - MLC 2006 standards clearly defined and all related subjects understood by trainees - Trainees are able to understand and practice General hygiene, food safety, kitchen safety, food hygiene. - Able to demonstrate high standard of discipline at all times to students of MTC - Able to provide delicious meals to official functions in a timely manner and unsupervised. |

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| 14. Key Challenges | 15. Selection Criteria |
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| <ul style="list-style-type: none"> - Only normal/routine problems have to be solved. An example of a major problem is providing varied and satisfying meals within the budget available. - Guidance where necessary is available from senior catering staff. In general, post holders have to follow written instructions. - Flexible towards assigned task by their HOD | <p>15.1 PQR (Position Qualification Requirement): Education: Cookery Certificate. Additionally Safe Food Handling and Food Hygiene Certificates is an advantage.</p> <p>Job Training: Recent experience on overseas ships as cook preparing European style meals</p> <hr/> <p>15.2 Key Attributes (Personal Qualities):</p> <ul style="list-style-type: none"> - Knowledge - Skills: Good English Leadership <p>Attributes: - Reliability, Creativity, & Numeracy</p> <ul style="list-style-type: none"> - High Standard of Personal Hygiene - Able to take criticism and feedback - The post holder is frequently left on his/her own in charge of all cooking duties. - The person should be at all times a good example for the MTC students. |

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