

**GOVERNMENT OF KIRIBATI**  
**POSITION DESCRIPTION**

1. Ministry: <i>Ministry of Employment &amp; Human Resources Development</i>		
2. Position Title: <i>Catering Instructors</i>	3. Salary Level: <i>L13/12</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> )	
<b>7. Primary Objective of the Position:</b> Teaching and training of IDF, Basic Steward & Hospitality class upgrading courses (QS & COOK) students in all aspects of steward, Hospitality, Catering and Cooking subjects to high standard required on board overseas ships and according to high standards of Tourism & Hospitality Industry.		

**8. Position Overview: Teaching, Training and Supervision of trainees in all aspects of Catering & Hospitality**

9. Financial: Nil	10. Legal: 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	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
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<b>11. Internal Stakeholders:</b> <table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"> <thead> <tr> <th>Subject</th> <th>Captain Superintendent</th> <th>DSC/QMC</th> <th>HoD</th> <th>Doctor</th> </tr> </thead> <tbody> <tr><td>Damage</td><td>✓</td><td>✓</td><td>✓</td><td></td></tr> <tr><td>Injuries</td><td>✓</td><td>✓</td><td>✓</td><td>✓</td></tr> <tr><td>Incidents</td><td>✓</td><td>✓</td><td>✓</td><td>✓</td></tr> <tr><td>Maintenance</td><td></td><td>✓</td><td>✓</td><td></td></tr> <tr><td>Purchases</td><td>✓</td><td></td><td>✓</td><td></td></tr> <tr><td>Claims</td><td>✓</td><td>✓</td><td>✓</td><td></td></tr> <tr><td>Certificate</td><td>✓</td><td></td><td>✓</td><td></td></tr> <tr><td>Management reviews</td><td>✓</td><td>✓</td><td>✓</td><td></td></tr> </tbody> </table>	Subject	Captain Superintendent	DSC/QMC	HoD	Doctor	Damage	✓	✓	✓		Injuries	✓	✓	✓	✓	Incidents	✓	✓	✓	✓	Maintenance		✓	✓		Purchases	✓		✓		Claims	✓	✓	✓		Certificate	✓		✓		Management reviews	✓	✓	✓		<b>12. External Stakeholders:</b> <table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"> <thead> <tr> <th>Subject</th> <th>MEHR</th> <th>MFED</th> <th>Marine Division</th> <th>Resp. Port Author</th> <th>Hospital</th> <th>Donors</th> <th>PUB/PWU</th> <th>Crewing Agent</th> </tr> </thead> <tbody> <tr><td>Damage</td><td>✓</td><td></td><td></td><td></td><td></td><td></td><td>✓</td><td></td></tr> <tr><td>Maintenance</td><td>✓</td><td></td><td></td><td></td><td></td><td></td><td>✓</td><td></td></tr> <tr><td>Injuries</td><td>✓</td><td></td><td></td><td></td><td>✓</td><td></td><td></td><td></td></tr> <tr><td>Purchasing</td><td></td><td>✓</td><td></td><td></td><td></td><td>✓</td><td></td><td></td></tr> <tr><td>Certificates</td><td></td><td></td><td>✓</td><td></td><td></td><td></td><td></td><td>✓</td></tr> <tr><td>Courses</td><td>✓</td><td></td><td>✓</td><td>✓</td><td></td><td></td><td></td><td>✓</td></tr> <tr><td>Regulations</td><td>✓</td><td></td><td>✓</td><td>✓</td><td></td><td></td><td></td><td>✓</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	✓		✓	✓				✓
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Courses		✓	✓		To be referred to Manager: <b>SRO</b>
To be referred to: <b>Captain Superintendent</b>					

**13. KEY ACCOUNTABILITIES** *(Include linkage to KDP, MOP and Divisional Plan)*

- **KDP/KPA:**
- **MOP Outcome:**
- **Divisional/Departmental/Unit Plan:**

Key Result Area/Major Responsibilities	Major Activities/Duties	Performance Measures/Outcomes
<ul style="list-style-type: none"> <li>- Students pass out from MTC with good skills in catering and cooking and are able to be employed on overseas ships. Supervising Steward Service and Practical trainings outside in Hotels and Restaurants.</li> <li>- Students' behaviour is acceptable to overseas employers.</li> <li>- MTC assets remain in good and working condition at all times.</li> </ul>	<ul style="list-style-type: none"> <li>- Teaching and training of students in all aspects of Basic steward &amp; Hospitality, Basic catering, Qualified Stewards, Ship cooks, Basic Commercial Cookery and other related subjects to international shipping and tourism and hospitality standards.</li> <li>- Teaching/Training students in the following subjects: -               <ul style="list-style-type: none"> <li>▪ Food preparation</li> <li>▪ Basics cabin steward manship</li> <li>▪ Saloon duties</li> </ul> </li> <li>- Develop and Review Catering Notes assigned to him/her</li> <li>- Supervising students in any Catering &amp; Hospitality practical in and out of the compound.</li> <li>- Relieving leading cook, cooks,</li> </ul>	<ul style="list-style-type: none"> <li>- MLC 2006 standards clearly defined and all related subjects understood by trainees</li> <li>- Trainees are able to understand and practice General hygiene, food safety, kitchen safety, food hygiene.</li> <li>- Able to demonstrate high standard of discipline at all times to students of MTC</li> <li>-Able to provide delicious meals to official functions in a timely manner and unsupervised.</li> </ul>

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	<p>storeman when on leave</p> <ul style="list-style-type: none"> <li>- Maintenance of discipline and controlling routine at MTC as Class Instructor in accordance with Standing Orders.</li> <li>- Any other duties required of him by Chief Caterer or Captain Superintendent</li> </ul>	
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<b>14. Key Challenges</b>	<b>15. Selection Criteria</b>
<ul style="list-style-type: none"> <li>- Only normal/routine problems have to be solved. An example of a major problem is providing varied and satisfying meals within the budget available.</li> <li>- Guidance where necessary is available from senior catering staff. In general, post holders have to follow written instructions.</li> <li>- Flexible towards assigned task by their HOD</li> </ul>	<p><b>15.1 PQR (Position Qualification Requirement):</b>  <b>Education:</b> Ship Cook Certificate, Cert III &amp; IV in Commercial Cookery, Cert III in Hospitality Operations.</p> <p><b>Experience:</b> Recent experience on overseas ships as Qualified Steward and Cook preferably for a period of at least five years or recent experience working as a Steward in a Hospitality Industry for at least 3 years.</p> <ul style="list-style-type: none"> <li>- Good Evaluation Reports from the ships or Hospitality Industry.</li> </ul> <p><b>Job Training:</b> Specialized Hospitality Training, and Cook Certificate</p>

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	<p><b>15.2 Key Attributes (Personal Qualities):</b></p> <ul style="list-style-type: none"><li>- <b>Knowledge</b></li> <li>- <b>Skills:</b> Good English Leadership</li><li>- Numeracy &amp; Influencing skills</li></ul> <p><b>Attributes:</b> - Reliability, Creativity, &amp; Numeracy</p> <ul style="list-style-type: none"><li>- High Standard of Personal Hygiene</li><li>- Able to take criticism and feedback</li><li>- The post holder is frequently left on his/her own in charge of all 50 trainees.</li><li>- The person should be at all times a good example for the MTC students.</li></ul>
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