

GOVERNMENT OF KIRIBATI
POSITION DESCRIPTION

1. Ministry: Ministry of Education		
2. Position Title: Cook	3. Salary Level: L19-17	4. Division: Kiribati Teachers' College
5. Reports To: Deputy Director Corporate Services/Office Manager	6. Direct Reports: Head Cook/OM	
7. Primary Objective of the Position: To ensure food is well served with cleaned utensils and environment and kitchen is cleaned all the time.		

8. Position Overview		
9. Financial: Nil	10. Legal: Food Safety Act 2006, National Condition of Service, Customer Service Standard and all policies and procedures set by the school.	
11. Internal Stakeholders: <ul style="list-style-type: none"> • Principal • Deputy Principal • Head Cook • Cook To be referred to Manager:	12. External Stakeholders: <ul style="list-style-type: none"> • Staff of MoE (Headquarter) • Student • Parent • Suppliers To be referred to Manager <ul style="list-style-type: none"> • 	
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
Preparing and serving meals for boarders	To prepare meals for students Assist in cleaning the kitchen and utensils	Meals served on time No or little complaints from students on the quality of food served

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.

Approved by:	Date of Issue:
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	<p>Prepare all meals for students and for college functions as may be advised by Deputy Principal Corporate Services</p> <p>Carry out any other tasks that may be assigned by the Deputy Principal Corporate Services</p>	

10. Key Challenges	11. Selection Criteria
<p>Lack of supplies for menu</p>	<p>11.1 PQR (Position Qualification Requirement): Education: Form 3 plus Certificate in Catering</p> <p>Age must be between 25-45 years Must be mature and willing to work outside normal working hours as may be tasked</p> <hr/> <p>11.2 Key Attributes (Personal Qualities):</p> <p>The post holder should possess: Fluency Kiribati Language Should be able to understand the importance of cooking in the hygienic surrounding. Should be able to understand how to preserve cooking and meals from time to time.</p>

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