

GOVERNMENT OF KIRIBATI

POSITION DESCRIPTION

1. Ministry: <i>Ministry of Employment & Human Resources Development</i>	3. Salary Level: <i>L13/12</i>	4. Division: <i>Marine Training Centre</i>
2. Position Title: <i>Catering Instructors</i>	6. Direct Reports: (<i>Write No. & Position Title: Captain Superintendent</i>)	
5. Reports To: <i>Chief Caterer</i>		
7. Primary Objective of the Position: Teaching and training of IDF, Basic Steward & Hospitality class upgrading courses (QS & COOK) students in all aspects or 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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11. Internal Stakeholders:

Subject	Captain Superintendent	DSC/QMC	HoD	Doctor
Damage	✓	✓	✓	✓
Injuries	✓	✓	✓	✓
Incidents	✓	✓	✓	✓
Maintenance	✓	✓	✓	✓
Purchases	✓	✓	✓	✓
Claims	✓	✓	✓	✓
Certificate	✓	✓	✓	✓
Management reviews	✓	✓	✓	✓

12. External Stakeholders:

Subject	MEHR	MFED	Marine Division	Resp. Port Author	Hospital	Donors	PUB/PWU	Crewing Agent
Damage	✓						✓	
Maintenance	✓				✓		✓	
Injuries	✓							
Purchasing		✓					✓	
Certificates			✓					✓
Courses	✓		✓	✓				✓
Regulations	✓		✓	✓				✓

This is 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:

[Signature]

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Courses		✓	✓
To be referred to: Captain Superintendent		To be referred to Manager: SRO	
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	
- 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. - Students' behaviour is acceptable to overseas employers. - MTC assets remain in good and working condition at all times.	- Teaching and training of students in all aspects of Basic steward & Hospitality, Basic catering, Qualified Stewards, Ship cooks, Basic Commercial Cookery and other related subjects to international shipping and tourism and hospitality standards. - Teaching/Training students in the following subjects: - ▪ Food preparation ▪ Basics cabin steward manship ▪ Saloon duties - Develop and Review Catering Notes assigned to him/her - Supervising students in any Catering & Hospitality practical in and out of the compound. - Relieving leading cook, cooks,	- 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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10. Key Challenges	
• Unavailability of practical ingredients from the market • Breaking the barrier of local mindset to adapt to foreign guest will think and behave considering lack of experience by our locals and not being exposed to foreign countries Tourism and Hospitality Industry. • Improvisation of examples to give Hospitality Students to take them from what they know to what they don't know. • Maintaining and monitoring high quality of Personal and Food hygiene practice • Maintaining and monitoring Trainees to wear PPE according to work, Health and Safety in the workplace. • Hospitality and Tourism venues locally are closed due to COVID-19 and stewards are lacking the experience to work in a actual working environment. • Lesson time tabling • Trainees Attendance • Course demand	
11. Selection Criteria	
11.1 PQR (Position Qualification Requirement): • Ship Cook Certificate, Cert III & IV in Commercial Cookery, • Cert III in Hospitality Operations	
Education: • Hospitality Management Degree or Diploma. ... • Past Experience in Hospitality Industry. ... • Strong Soft Skills	
Experience: • At least 2 years serving as a Chief Cook and Hospitality in any recognized Government Ministries and NGOs • Recent experience on overseas ships as cook and catering officer preferably for a period of at least 5 years or experience in Hospitality Management for at least 5 years	
Job Training: • Food Hygiene • Food processing • Hospitality Management • Floor Planning of Formal functions and conferences	
11.2 Key Attributes (Personal Qualities):	
1. Knowledge • Read, speak and write English and Kiribati language • Understanding of TVET both locally and internationally • Follow policies and procedures • Problems Solving • Customer Satisfaction	
2. Skills:	

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	15.2 Key Attributes (Personal Qualities): - Knowledge - Skills: Good English Leadership - Numeracy & Influencing skills Attributes:- Reliability, Creativity, & Numeracy - 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 50 trainees. - The person should be at all times a good example for the MTC students.
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