

GOVERNMENT OF KIRIBATI
POSITION DESCRIPTION

1. Ministry: Ministry of Education																																												
2. Position Title: Cook	3. Salary Level: 19-17	4. Division: Ministry of Education (SSS)																																										
5. Reports To: Deputy Principal	6. Direct Reports: Caterer																																											
7. Primary Objective of the Position: To prepare meal for boarding students three times a day for three terms and preparing meal for school official functions.																																												
8. Position Overview																																												
9. Financial: Nil		10 Legal: <ul style="list-style-type: none"> ❖ Education Act 2013, ❖ Kiribati National Condition of Service, Customer Service Standard, ❖ Education Code of Ethics ❖ School procedures and policies. ❖ OHS ❖ Food Hygiene and safety ❖ Kitchen Safety 																																										
11. Internal Stakeholders: <ul style="list-style-type: none"> ❖ Teachers ❖ School Administrators ❖ Students ❖ Staff ❖ Caterer <p>To be referred to:</p> <table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"> <thead> <tr> <th style="width: 15%;">Subject</th> <th style="width: 15%;">Principal</th> <th style="width: 15%;">Deputy Principal</th> <th style="width: 15%;">Caterer</th> <th style="width: 15%;">Staff</th> </tr> </thead> <tbody> <tr> <td>Plan on menu</td> <td>✓</td> <td>✓</td> <td>✓</td> <td></td> </tr> <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> </tbody> </table>		Subject	Principal	Deputy Principal	Caterer	Staff	Plan on menu	✓	✓	✓		Damage		✓	✓		Injuries	✓	✓	✓	✓	12. External Stakeholders: <ul style="list-style-type: none"> ❖ Officers from Public Utility Board (PUB) ❖ Officers from Ministry of Infrastructure and Solar Energy (MISE) ❖ Facility Management Unit (FMU: MOE) ❖ Ministry of Health (MOH) <p>To be referred to:</p> <table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"> <thead> <tr> <th style="width: 25%;">Subject</th> <th style="width: 15%;">MOH</th> <th style="width: 15%;">FMU</th> <th style="width: 15%;">MISE</th> <th style="width: 15%;">PUB</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>Maintenance need</td> <td></td> <td>✓</td> <td>✓</td> <td>✓</td> </tr> </tbody> </table>			Subject	MOH	FMU	MISE	PUB	Damage		✓	✓	✓	Injuries	✓			✓	Maintenance need		✓	✓	✓
Subject	Principal	Deputy Principal	Caterer	Staff																																								
Plan on menu	✓	✓	✓																																									
Damage		✓	✓																																									
Injuries	✓	✓	✓	✓																																								
Subject	MOH	FMU	MISE	PUB																																								
Damage		✓	✓	✓																																								
Injuries	✓			✓																																								
Maintenance need		✓	✓	✓																																								

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:	Date of Issue:
---------------------	-----------------------

GOVERNMENT OF KIRIBATI
POSITION DESCRIPTION

Maintenance need		✓	✓			
Order	✓		✓			
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
Preparation of meal for <ul style="list-style-type: none"> ▪ Boarders ▪ Day pupils 	<ul style="list-style-type: none"> ❖ Preparing and cooking breakfast, lunch and dinner according to the menu roster. ❖ Preparing and cooking food for official school functions. ❖ Providing guidance and work collaboratively with Kitchen Hand staff on the cooking procedures. 					<ul style="list-style-type: none"> ❖ Kitchen safety, food hygiene, food safety and personal hygiene should be maintained at all time.
Other	<ul style="list-style-type: none"> ❖ Assist to clean the Dining Hall window, floor, etc as required ❖ Performing other official duties apart from his/her major duties assigned by the Caterer/Principal. ❖ Deputise Head Cook where necessary and needed 					
Professional standard	<ul style="list-style-type: none"> ❖ Be a good role model for students, be punctual to work, be well organized, be committed and enthusiastic about the job. ❖ Adhere to all school policy, expectations and procedures. 					<ul style="list-style-type: none"> ❖ Maintain a high standard of professionalism

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:	Date of Issue:
---------------------	-----------------------

GOVERNMENT OF KIRIBATI
POSITION DESCRIPTION

14. Key Challenges	15. Selection Criteria
<ul style="list-style-type: none">• Providing varied and satisfying meals within the budget available.• Guidance where necessary is available from Caterer staff. In general, post-holder have to follow written instructions.	<p>15.1 PQR (Position Qualification Requirement):</p> <p>Education:</p> <ul style="list-style-type: none">❖ Class 9 or Form 3 Certificate <p>Experience:</p> <ul style="list-style-type: none">❖ Long-time cook with recent experience from catering bodies and overseas ships. <p>Job Training:</p> <ul style="list-style-type: none">❖ Cook training <p>15.2 Key Attributes (Personal Qualities):</p> <p>Knowledge:</p> <ul style="list-style-type: none">❖ Understand his role as a cook including recipe <p>Character:</p> <ul style="list-style-type: none">❖ Attentive to instructions communicated from Caterer❖ Committed and firm❖ Patience and social❖ Keen to cook variety of menu <p>Records:</p> <ul style="list-style-type: none">❖ Should have a clean record from Police (Police clearance)❖ Should have medical certificate showing he/she is mentally and physically fit. (This needs to be provided every 6 months)❖ Clear record to work with children age from 12 to 19.

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:

Date of Issue: