



## RS FORM 2 - JOB DESCRIPTION

### SECTION A – POSITION DETAILS

**MINISTRY/AGENCY/OFFICE:** Ministry of Education & Human Resources Development

**DIVISION/SECTION:** Waimapuru

**DUTY STATION:** Honiara

**POSITION NUMBER (HRMIS):**

**MINISTRY VACANCY REF:**

**POSITION TITLE:** Cook

**POSITION LEVEL:** L2

**SALARY RANGE:** \$19,535.87 - \$21,352.62

**THIS POSITION REPORTS TO:** Chief Cook

**THIS POSITION SUPERVISES:**

None

### SECTION B - SCOPE OF DUTIES

The Cook will be responsible for the daily cooking operation of the school kitchen and does the cooking with the other cooks on a roster basis. He/she will also assist the Chief Cook to monitor the food stock and so that the Chief Cook can advise the bursar and the Principal on the ration matters.

### SECTION C - KEY DUTIES

This position is required to undertake the following duties:

1. To ensure that the kitchen is clean and tidy at all times.
2. To ensure that the kitchen utensils and cooking pots are washed and stored properly.
3. To ensure that food is prepared with high standard hygiene practices.
4. To ensure that the students food is ready before their meal times.
5. To assist the Chief Cook to keep record of all kitchens utensils and present report to the admin of losses and damages.
6. To assist the Chief Cook to draw up weekly menu that is inexpensive but balanced for students meals.
7. To assist the Chief Cook to liaise with the school administration on areas of improvements in the school kitchen.
8. To be in-charge of the other cooks supervision if given the supervisory role if the Chief Cook is on leave and monitor the work performance.
9. To be able to work on the weekends, public holidays or odd hours.
10. To take on extra responsibilities given from time to time by the school administration.
11. Candidate will be expected to be part of the school team in executing parental responsibilities of guiding and mentoring boarding students.
12. Candidate will be expected to uphold high standard of personal integrity and discipline.
13. Candidate should be able to live up to the expectations of the school, board of trustees and MEHRD.

## SECTION D – QUALIFICATIONS AND CAPABILITIES

### Mandatory Qualifications

- Minimum Education level of form 3 or higher
- Has done catering and cookery courses
- Has done courses on food and hygiene
- Has more than five years cooking experience for an institution or organization.

### Capabilities Required

- Punctuality and positive attitude to work.
- Trains and motivate staffs to give their best proven ability.
- Tackles any job in a direct and orderly manner
- Shows interest and prepared to take responsibility
- Ability to cope with pressure and competently getting job done

## SECTION E - TERMS AND CONDITIONS

Fortnightly Salary \$751.38 - \$821.25   Annual Salary: \$19,535.87 - \$21,352.62

Annual Leave entitlement: 28 days leave

Other Conditions of Service relevant to this position:

- Housing allowance 20% of Basic Salary
- NPF contribution 7.5% of basic Salary

## SECTION F - APPROVAL *(Business use only)*

*This Job Description is approved on the basis that I believe it accurately reflects the requirements of the position and will assist the Ministry/Office to achieve its corporate objectives:*

.....  
**Permanent Secretary/Responsible Officer**

.....  
**Date Approved**

*Additional Comments:*