



Solomon Islands National University

Job Description

Title:	Cooks
Incumbent Name:	
School/Department:	BICS
Band/Grade:	Grade
Category:	Academic
Reporting position:	Manager BICS
Direct reports:	Manager BICS

Summary of Duties:

To responsible for preparing ingredients at an establishment that serves food, processing students orders, producing meals and cleaning their workspace throughout the day to follow health and safety guidelines.

Main Duties and Responsibilities

Key tasks	<p>Document key tasks in the following sections where they apply.</p> <p>Administration.</p> <ul style="list-style-type: none"> • Ensure ingredients and final products are fresh • Follow recipes , including measuring ,weighing and mixing ingredients • Bake ,grill ,steam and boil meats, Vegetables ,fish ,poultry and other foods • Present ,garnish and arrange final dishes • Occasionally serve food <p>People management and teamwork</p> <ul style="list-style-type: none"> • Maintain a clean and safe work area , including handling utensils requirement and dishes • Handle and store ingredients and foods • Maintain food safety and sanitation standards <p>Business planning, reporting and management</p> <ul style="list-style-type: none"> • Report foods demand to kitchen supervisor • Weekly report of work done during weeks to manager BICS • Report on incidents in the kitchen for disciplinary hearings. <p>Quality Assurance and customer satisfaction</p>
-----------	---

	<ul style="list-style-type: none"> • Carrying out inventory of equipment's need to for kitchen. • Carrying out regular inspections of dining rooms and outside. <p>Initiative Any other duties within the officer's skill level as directed by Manager BICS</p>
Dimensions	<p>Problem solving and impact</p> <ul style="list-style-type: none"> • Report on incidents for disciplinary hearings. • Provide the good customers services to students. Responsible to monitoring number of students were eligible for lunch and dinner <p>Resource management</p> <ul style="list-style-type: none"> • All equipments use must keep safe in rooms after working hours • Carrying out regular inspections dining rooms and outside. <p>Working Environment Always keep the dinning environment clean for students to eat in the comfortable zone</p> <p>Decision making Authority</p> <ul style="list-style-type: none"> • Report to supervisor on needs of students, and listen to grievances. •
Key Performance Indicators	<ul style="list-style-type: none"> • Ensure that all foods provide must meet the requirement • Maintain the work session time table
General Responsibilities	<ul style="list-style-type: none"> • To adhere to the SINU Equal Opportunities policy in all activities, and to actively promote equality of opportunity wherever possible. • To be responsible for your own health and safety and that of your colleagues • To undertake other such other duties as may be reasonably expected. • To provide a healthy and comfortable working environment
Qualifications required	Hold a relevant diploma or certificate in hospitality cookery
Experience	<p>Essential to the position:</p> <ul style="list-style-type: none"> • Familiar with University Code of Conduct. • Have at least 3 years' experience in work experiences in institution or private sector. • Have good command of cooking. • Have good interpersonal, and communication skills. • Be able to work with young people, and be sensitive to their needs. • Have knowledge of customer's services. • Be on time for work, willing to take extra responsibilities and work during working hours

Most frequent Contacts	Manager BICS Head of Departments Departmental staff Students
------------------------	---

Document History	
Approval Date/ Date of Classification	
Review Date	
Revision History	

Signatures	
Manager	
Employee	
HRM	