



# Career Opportunity

<b>Title</b>	<b>HR 70/2023 – Kitchen Store Officer</b>
<b>Department</b>	Business Investment and Commercial Services (BICS)
<b>Reports to</b>	BICS Procurement Officer
<b>Location/Campus</b>	Kukum and Panatina Campus

*The kitchen store officer will work closely with the kitchen head chef and central storeman regarding all kitchen inventory items needed in the kitchen. Store officer is responsible for the records, both manually and computerise data of the stock that is received and issued out in the kitchen storeroom and reports directly to BICS procurement officer.*

## **Minimum Qualification and Experience Requirements:**

To be considered for this position the candidate must have:  
A certificate in Business Finance.

## **Essential to the position:**

- Previous experience with stock inventory position
- Efficient use of Microsoft excel and word
- Previous experience with food stock management, ordering and costing
- Have practical and theoretical knowledge of a working kitchen.
- Have a high level of written and spoken English.
- **Please refer to the job description for more information.**

## **Terms and Conditions**

The position is for one month contract under part time employment contract. Remunerations and benefits will be according to SINU part time Salary level under the support service stream.

Detailed job descriptions, entry requirements, terms and conditions of employment, and application processes, can be obtained from the SINU website: <https://www.sinu.edu.sb/hrd/job/>

OR Human Resource Department email: [sinu.recruitment@sinu.edu.sb](mailto:sinu.recruitment@sinu.edu.sb)

**Closing Date: 6th October 2023 at 4.30pm. Late or incomplete applications will not be considered. Only shortlisted applicants will be contacted.**

**Applications can be emailed to [sinu.recruitment@sinu.edu.sb](mailto:sinu.recruitment@sinu.edu.sb) or hand delivered to the HR Department at Kukum Campus addressed to:**

**Director of Human Resources  
Human Resources Department  
Solomon Islands National University  
P.O Box R113  
Honiara**