

JOB DESCRIPTION

Title	Cook
Department	Business Investment and Commercial Services (BICS)
Reports to	Head Chef
Location/Campus	Kukum and Panatina Campus

Summary

The position is responsible for assisting the Head Chef in providing high-quality and delivery Services on Meal preparation for Students

Main Duties and responsibilities

- Work closely with the Head Chef in carrying out responsibilities in the Kitchen.
- Responsible for the preparation and cooking of Meals
- Tidying of Cooking area and utensils
- Observe all health requirements in the preparation and cooking of meals
- Prepare Meals and serve them in time for Students to attend Classes
- Prepare Meals for Students on Special diets as prescribed by the Doctor/SINU Nurse

Quality Assurance and Customer Satisfaction

- Ensure that the preparation of Meals for Students must be quality.
- Ensure that food preparation must liaise with the Head Chef on Breakfast, Lunch, and Dinner
- Allocated tasks given by the Head Chef must be done according to the requirements of Kitchen rules and regulations.

People Management and teamwork

- People with teamwork adhere to this position as cook
- Deal with day-to-day food preparation for Students
- Setting your goals on Standards for carrying out Responsibility in the Kitchen.

Business, planning, reporting, and management

- Manage day-to-day cooking and ensure of balanced diet food for Students.

Dimensions

Problem-solving and impact

- To assist in food preparation issues related to Students' concerns in the Kitchen
- To contribute to decision-making on food issues and activities in the Kitchen
- To resolve any issues related to the Kitchen.

Resource management

- To assist the Head Chef in any related issues on food preparation.

Working Environment

- Must be understandable on the job as a cook in the Kitchen.
- Teamwork is very important.
- A positive attitude toward work ethics must apply in the workplace.

Decision-making authority

- Assist and Advise Students on their inquiries related to food complaints and issues in the Kitchen
- Must be on standard daily work schedules.
- Provide quality customer service to Students

General Responsibilities

- Quality of Service delivered to students in the Kitchen
- Attempt to answer prompt inquiries from Staff/students on any related issues on food.

Qualifications required

- Diploma in Cookery or related qualification as a cook.

Experience**Essential to the position**

- Have 3 to 5 years of work experience in the APTC Cookery
- Well-presented and neat with good written and spoken English
- Experience with Cookery background.
- Excellent Customer Service
- Must be punctuality
- Ability to work as a team member.
- Must work on weekends.

Terms and Condition

The position is for five (5) years under an employment contract. Remunerations and benefits will according to the SINU Salary Level for Officers under the General Support Service. The contract is renewable to good performance.