

# Career Opportunity

<b>Title</b>	<b>HR 26/2026 — Cook ( 5 positions)</b>
<b>Faculty/Department</b>	<b>Business Investment &amp; Commercial Services (BICS)</b>
<b>Reports to</b>	<b>Head Chef</b>
<b>Location/Campus</b>	<b>Kukum Campus</b>

### Summary of Duties

The position is responsible for assisting the Head Chef in providing high-quality meal preparation and delivery services for students. It supports efficient kitchen operations and ensures customer satisfaction through high-quality meals.

### **Key Responsibilities**

The successful applicant will:

- Prepare and cook menu items in accordance with approved recipes and portion standards.
- Ensure consistency in food quality, taste, and presentation.
- Assist in developing and preparing new menu items when required.
- Maintain a clean, organised, and efficient kitchen work area.
- Operate and care for kitchen equipment safely and correctly.
- Monitor food stock levels and report shortages to the Head Chef.
- Maintain high standards of food safety, hygiene, and sanitation in compliance with health regulations.
- Ensure food is stored correctly to prevent spoilage and contamination.
- Coordinate food preparation with the Head Chef to ensure timely service for breakfast, lunch, dinner, and special events.
- Complete assigned duties in accordance with kitchen procedures and University standards.
- Work collaboratively with kitchen staff to ensure efficient and effective service delivery.

### **Qualifications & Experience**

Applicants should possess:

- A **Certificate II in Cookery** or another relevant culinary qualification, or equivalent practical experience.
- **Three (3) to five (5) years of experience** in commercial catering or food service operations.
- Demonstrated ability to prepare a variety of dishes in accordance with recipes and quality standards.
- Sound knowledge of food safety, hygiene, and kitchen operations.

### **Key Performance Indicators (KPIs)**

The successful candidates should demonstrate:

- Experience and knowledge in food preparation and commercial cooking.
- Good verbal and written communication skills.
- Flexibility and the ability to adapt to changing priorities and busy kitchen environments.
- Strong teamwork and collaboration skills with the ability to support colleagues.
- Commitment to maintaining high standards of food safety, hygiene, and workplace health and safety.
- Ability to consistently prepare and present quality meals that meet established standards.

### **Remuneration and Benefits**

- Annual Salary: SBD \$30,294.95—SBD \$41,195.57
- Annual Leave Entitlement: 20 Working days
- Annual Gratuity: 15% of Annual Basic Salary
- Housing : 15% housing allowance of basic salary or rental entitlements under the University Policy.
- Other Terms and Conditions of Service relevant to this position: As per Contract and SINU Policy.

### **Terms and Conditions**

This is a full-time position with a contract term of five years, renewable based on performance and mutual agreement.

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 Contact Safina Roger- [Safina.Roger@sinu.edu.sb](mailto:Safina.Roger@sinu.edu.sb)

SINU is an equal opportunity employer. We welcome all qualified applicants, especially Solomon Islanders.

**Closing Date: 31 July 2026 at 4.30pm. Late or incomplete applications will not be considered. Only shortlisted applicants will be contacted.**  
Applications can be emailed to Safina Roger- [Safina.Roger@sinu.edu.sb](mailto:Safina.Roger@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