



Job Description

Position Title	Cook (5 positions)
Department	Business Investment and Commercial Services (BICS)
Reports to	Head Chef
Position Level	Grade 1 (GSS)
Purpose Of the Role	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.
Detailed Roles & Responsibilities	
Service	<ul style="list-style-type: none"> • Prepare and cook menu items according to recipes and portion standards • Ensure consistency in taste, presentation, and quality • Assist in developing new menu items when required • Maintain a clean, organised, and efficient workspace • Ensure proper use and care of kitchen equipment • Monitor food stock levels and report shortages
Quality	<ul style="list-style-type: none"> • Follow all food safety and sanitation guidelines • Store food properly to prevent spoilage and contamination • Maintain personal hygiene and comply with health regulations

	<ul style="list-style-type: none"> • Ensure that the preparation of meals for students is of high quality. • Ensure that food preparation is coordinated with the Head Chef for breakfast, lunch and dinner. • Allocated tasks given by the Head Chef must be completed in accordance with kitchen rules and regulations.
Team Work	<ul style="list-style-type: none"> • Adapting to different roles, shifts, and team needs fosters a positive working environment. • Valuing each other's skills and providing support encourages a cohesive team atmosphere. • Clear and respectful communication with colleagues ensures smooth kitchen operations, from prep to plating
Qualification and Experience	<p>Certificate II in Cookery or a related qualification, or relevant work experience as a cook. Have 3- 5 years' work experience in commercial catering Expertise in preparing a variety of dishes according to recipes and standards</p>
Key Deliverables	<ul style="list-style-type: none"> • Preparing and delivering food promptly to meet service deadlines. • Working effectively with kitchen staff and other departments to ensure smooth operations. • high standards and presented appealingly to enhance student and public satisfaction. • Maintaining cleanliness and adhering to food safety standards in accordance with university regulations.
Key Selection Criteria (KSC)	<p>1. Experience</p> <ul style="list-style-type: none"> • knowledge and experience in food preparation and cooking <p>2. Communication and Interpersonal Skills</p>

	<ul style="list-style-type: none"> • Excellent verbal and written communication skills. <p>3. Flexibility and Adaptability</p> <ul style="list-style-type: none"> • Demonstrated ability to adapt to changing schedules, demands, and priorities in a dynamic kitchen environment. <p>4. Teamwork & Collaboration</p> <ul style="list-style-type: none"> • Ability to work effectively as part of a team and support colleagues. <p>5. Commitment to Safety and Hygiene</p> <ul style="list-style-type: none"> • Adherence to health and safety regulations, including food safety standards and hygiene practices. • ability to ensure high standards of food preparation, maintaining consistency, presentation, and quality in all dishes.
Compliance	<ul style="list-style-type: none"> • Adhere to SINU policies, OHS, and Code of Conduct • Support quality assurance and accreditation requirements
Terms and condition	<p>This position is offered on a Fixed Term contract of Five (5) Years, Subject to performance review and renewal in accordance with university Policies.</p> <p>Annual Salary Range: \$ 30,294.95 - \$41,195.57</p> <p>Annual Leave Entitlement: 20 working days</p> <p>Annual Gratuity: 15% of annual basic salary (paid biannually)</p> <p>Housing: A 15% housing allowance of basic salary and or access to university rental policy schemes</p>

SECTION H - 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 SINU to achieve its Strategic objectives:



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Director Human Resource

26th June 2026
Date Approved

Additional Comments: