

Tuvalu Government – Job Description



Position Title:	Assistant Cook	
Band and Salary (P/L):	S1-S3	Salary \$10,887-\$15,447
Ministry and Department:	Ministry of Health and Social Welfare	Curative Health Services
Location:	Funafuti	
Reports to:	Dietician and Medical Superintendent	

JOB PURPOSE:

To provide the assistance to the Chief Cook on the daily operation of the Hospital Kitchen and ensure that patients received the nutritious meals at all times.

KEY RESPONSIBILITIES:

1. Assistant Chief Cook in the management of operations of the PMH Kitchen.
2. Assist with management of stocks and catering supplies
3. Assist the food preparation process in the kitchen
4. Manage the cleanliness and maintenance of the PMH kitchen.

MAIN DUTIES AND OUTCOMES:

- 1.1 Provide the food preparation, cooking and serving special and nutritious diet meals.
- 1.2 Provide the report to the Chief Cook on any issues in the Kitchen.
- 1.3 Deputizing for the chief cook when required.
- 2.1 To assist the chief cook with the menu planning, place orders and stock control.
- 2.2 Report to the chief cook issues related to the ration on a daily basis.
- 3.1 Ensure that the nutritious food is prepared and served to patients.
- 3.2 Monitor and maintain a clean kitchen free of any cooking necessities and left over food
- 4.1 Ensure that the appropriate standards of hygiene are adhered to all times.
- 4.2 Provide supervision that ensure the kitchen facilities compound is clean at all times.

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MANDATORY REQUIREMENTS:

FORM 6- OR 3-years' experience in cooking or steward.

DESIRABLE REQUIREMENTS:

Ability to manage confidential matters and show discretion.
High level written and oral communication in English and Tuvaluan.
Attention to detail and accuracy.
Ability to liaise with stakeholders.
Good time management skills

IMPORTANT NOTICE

Applicants through their applications MUST:

- (i) Address all the qualification requirements of the job description.
- (ii) Address each of the responsibilities of the job as listed in the job description indicating how best he/she can carry out those responsibilities satisfactorily and at the same time add value to the job.
- (iii) The response in each case in (i) and (ii) must reflect the information in the CV; and the job application check list.

It is expected that officers recognize the cross-cutting nature of gender issues; the roles and responsibilities in this job description should be performed by taking into account a sector integration of gender perspectives.