

**GOVERNMENT OF KIRIBATI**  
**POSITION DESCRIPTION**

1. Ministry: <i>Ministry of Employment &amp; Human Resources Development</i>		
2. Position Title: <i>Cook</i>	3. Salary Level: <i>L19-18</i>	4. Division: <i>Marine Training Centre</i>
5. Reports To: <i>Chief Caterer</i>	6. Direct Reports: (Write No. & Position Title: <i>Captain Superintendent</i> )	
7. <b>Primary Objective of the Position:</b> To prepare and cook meals for up to 200 hungry and active students, preparing & cooking meals for Official Functions.		

<b>8. Position Overview: Cooking and Supervision of trainees</b>																																																																																																																											
<p>9. Financial: Nil</p>	<p>10. Legal:</p> <ul style="list-style-type: none"> <li>i. Kiribati National Condition of Service 2020</li> <li>ii. Kiribati Maritime Act 2017</li> <li>iii. IMS Policy MTC</li> <li>iv. ISM</li> <li>v. ISPS</li> <li>vi. MTC Assessment Policy &amp; Procedure</li> <li>vii. MTC OHS &amp; EQ Policy</li> <li>viii. Company Business Ethics</li> <li>ix. Kiribati Shipping Act</li> </ul>	<ul style="list-style-type: none"> <li>x. Merchant Shipping Act 2006</li> <li>xi. Financial Regulation 2012</li> <li>xii. Kiribati Maritime Bill 2016</li> <li>xiii. Environmental Act as amended</li> <li>xiv. MLC 2006</li> <li>xv. MTC Instructors Standing Order &amp; Annex</li> <li>xvi. STCW/STCW-F SOLAS</li> <li>xvii. MTC Alcohol &amp; Drug Policy</li> <li>xviii. Gender and Sexual Harassment Policy, Violence and Bullying</li> <li>xix. MTC Dep't Operational Manual</li> </ul>																																																																																																																									
<p>11. Internal Stakeholders:</p> <table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"> <thead> <tr> <th>Subject</th> <th>Captain Superintendent</th> <th>DSC/QMC</th> <th>HoD</th> <th>Doctor</th> </tr> </thead> <tbody> <tr><td>Damage</td><td>✓</td><td>✓</td><td>✓</td><td></td></tr> <tr><td>Injuries</td><td>✓</td><td>✓</td><td>✓</td><td>✓</td></tr> <tr><td>Incidents</td><td>✓</td><td>✓</td><td>✓</td><td>✓</td></tr> <tr><td>Maintenance</td><td></td><td>✓</td><td>✓</td><td></td></tr> <tr><td>Purchases</td><td>✓</td><td></td><td>✓</td><td></td></tr> <tr><td>Claims</td><td>✓</td><td>✓</td><td>✓</td><td></td></tr> <tr><td>Certificate</td><td>✓</td><td></td><td>✓</td><td></td></tr> <tr><td>Management reviews</td><td>✓</td><td>✓</td><td>✓</td><td></td></tr> <tr><td>Courses</td><td></td><td>✓</td><td>✓</td><td></td></tr> </tbody> </table>	Subject	Captain Superintendent	DSC/QMC	HoD	Doctor	Damage	✓	✓	✓		Injuries	✓	✓	✓	✓	Incidents	✓	✓	✓	✓	Maintenance		✓	✓		Purchases	✓		✓		Claims	✓	✓	✓		Certificate	✓		✓		Management reviews	✓	✓	✓		Courses		✓	✓		<p>12. External Stakeholders:</p> <table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"> <thead> <tr> <th>Subject</th> <th>MEHR</th> <th>MFED</th> <th>Marine Division</th> <th>Resp. Port Author</th> <th>Hospital</th> <th>Donors</th> <th>PUB/PWU</th> <th>Crewing Agent</th> </tr> </thead> <tbody> <tr><td>Damage</td><td>✓</td><td></td><td></td><td></td><td></td><td></td><td>✓</td><td></td></tr> <tr><td>Maintenance</td><td>✓</td><td></td><td></td><td></td><td></td><td></td><td>✓</td><td></td></tr> <tr><td>Injuries</td><td>✓</td><td></td><td></td><td></td><td>✓</td><td></td><td></td><td></td></tr> <tr><td>Purchasing</td><td></td><td>✓</td><td></td><td></td><td></td><td>✓</td><td></td><td></td></tr> <tr><td>Certificates</td><td></td><td></td><td>✓</td><td></td><td></td><td></td><td></td><td>✓</td></tr> <tr><td>Courses</td><td>✓</td><td></td><td>✓</td><td>✓</td><td></td><td></td><td></td><td>✓</td></tr> <tr><td>Regulations</td><td>✓</td><td></td><td>✓</td><td>✓</td><td></td><td></td><td></td><td>✓</td></tr> </tbody> </table> <p style="text-align: center;">To be referred to Manager: <b>SRO</b></p>	Subject	MEHR	MFED	Marine Division	Resp. Port Author	Hospital	Donors	PUB/PWU	Crewing Agent	Damage	✓						✓		Maintenance	✓						✓		Injuries	✓				✓				Purchasing		✓				✓			Certificates			✓					✓	Courses	✓		✓	✓				✓	Regulations	✓		✓	✓				✓
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To be referred to: <b>Captain Superintendent</b>		
<b>13. KEY ACCOUNTABILITIES</b> <i>(Include linkage to KDP, MOP and Divisional Plan)</i>		
<ul style="list-style-type: none"> <li>▪ <i>KDP/KPA:</i></li> <li>▪ <i>MOP Outcome:</i></li> <li>▪ <i>Divisional/Departmental/Unit Plan:</i></li> </ul>		
Key Result Area/Major Responsibilities	Major Activities/Duties	Performance Measures/Outcomes
<ul style="list-style-type: none"> <li>- Cooking</li> <li>- Washing cooking Utensils</li> <li>- Maintenance</li> <li>- Supervising food serving</li> <li>- Teaching</li> </ul>	<ul style="list-style-type: none"> <li>- Preparing and cooking breakfast, lunch and dinner according to the duty cook roster.</li> <li>- Supervision of students on galley duties including food preparation of all meals.</li> <li>- Maintaining discipline in the galley/food preparation situation.</li> <li>- Providing guidance in galley safety to students.</li> <li>- Maintaining galley in a clean and hygienic condition.</li> <li>- Relieving storeman</li> <li>- Assisting with basic cookery courses.</li> <li>- Any other duties required of him by Chief Caterer or Captain Superintendent</li> </ul>	<ul style="list-style-type: none"> <li>- MLC 2006 standards clearly defined and all related subjects understood by trainees</li> <li>- Trainees are able to understand and practice General hygiene, food safety, kitchen safety, food hygiene.</li> <li>- Able to demonstrate high standard of discipline at all times to students of MTC</li> <li>- Able to provide delicious meals to official functions in a timely manner and unsupervised.</li> </ul>

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<b>14. Key Challenges</b>	<b>15. Selection Criteria</b>
<ul style="list-style-type: none"> <li>- Only normal/routine problems have to be solved. An example of a major problem is providing varied and satisfying meals within the budget available.</li> <li>- Guidance where necessary is available from senior catering staff. In general, post holders have to follow written instructions.</li> <li>- Flexible towards assigned task by their HOD</li> </ul>	<p><b>15.1 PQR (Position Qualification Requirement):</b>  <b>Education:</b> Ship Cook Certificate</p> <p><b>Experience:</b> Long time cook with recent experience of at least 2 years on overseas ships.</p> <p><b>Job Training:</b> Recent experience on overseas ships as cook preparing European style meals</p> <hr/> <p><b>15.2 Key Attributes (Personal Qualities):</b></p> <ul style="list-style-type: none"> <li>- <b>Knowledge</b></li> <li>- <b>Skills:</b> Good English Leadership</li> </ul> <p><b>Attributes:</b> - Reliability, Creativity, &amp; Numeracy</p> <ul style="list-style-type: none"> <li>- High Standard of Personal Hygiene</li> <li>- Able to take criticism and feedback</li> <li>- The post holder is frequently left on his/her own in charge of all cooking duties.</li> <li>- The person should be at all times a good example for the MTC students.</li> </ul>

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