

GOVERNMENT OF KIRIBATI
POSITION DESCRIPTION

1. Ministry: <i>Ministry of Employment & 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. Primary Objective of the Position: To prepare and cook meals for up to 200 hungry and active students, preparing & cooking meals for Official Functions.		

8. Position Overview: Cooking and Supervision of trainees																																																																																																																											
<p>9. Financial: Nil</p>	<p>10. Legal:</p> <ul style="list-style-type: none"> i. Kiribati National Condition of Service 2020 ii. Kiribati Maritime Act 2017 iii. IMS Policy MTC iv. ISM v. ISPS vi. MTC Assessment Policy & Procedure vii. MTC OHS & EQ Policy viii. Company Business Ethics ix. Kiribati Shipping Act 	<ul style="list-style-type: none"> x. Merchant Shipping Act 2006 xi. Financial Regulation 2012 xii. Kiribati Maritime Bill 2016 xiii. Environmental Act as amended xiv. MLC 2006 xv. MTC Instructors Standing Order & Annex xvi. STCW/STCW-F SOLAS xvii. MTC Alcohol & Drug Policy xviii. Gender and Sexual Harassment Policy, Violence and Bullying xix. MTC Dep't Operational Manual 																																																																																																																									
<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: SRO</p>	Subject	MEHR	MFED	Marine Division	Resp. Port Author	Hospital	Donors	PUB/PWU	Crewing Agent	Damage	✓						✓		Maintenance	✓						✓		Injuries	✓				✓				Purchasing		✓				✓			Certificates			✓					✓	Courses	✓		✓	✓				✓	Regulations	✓		✓	✓				✓
Subject	Captain Superintendent	DSC/QMC	HoD	Doctor																																																																																																																							
Damage	✓	✓	✓																																																																																																																								
Injuries	✓	✓	✓	✓																																																																																																																							
Incidents	✓	✓	✓	✓																																																																																																																							
Maintenance		✓	✓																																																																																																																								
Purchases	✓		✓																																																																																																																								
Claims	✓	✓	✓																																																																																																																								
Certificate	✓		✓																																																																																																																								
Management reviews	✓	✓	✓																																																																																																																								
Courses		✓	✓																																																																																																																								
Subject	MEHR	MFED	Marine Division	Resp. Port Author	Hospital	Donors	PUB/PWU	Crewing Agent																																																																																																																			
Damage	✓						✓																																																																																																																				
Maintenance	✓						✓																																																																																																																				
Injuries	✓				✓																																																																																																																						
Purchasing		✓				✓																																																																																																																					
Certificates			✓					✓																																																																																																																			
Courses	✓		✓	✓				✓																																																																																																																			
Regulations	✓		✓	✓				✓																																																																																																																			

This position description provides a comprehensive, but not exhaustive, outline of the key activities of the role. It is an expectation that you may be required to perform additional duties as required.

Approved by:	Date of Issue:
---------------------	-----------------------

GOVERNMENT OF KIRIBATI
POSITION DESCRIPTION

To be referred to: Captain Superintendent		
13. KEY ACCOUNTABILITIES <i>(Include linkage to KDP, MOP and Divisional Plan)</i>		
<ul style="list-style-type: none"> ▪ <i>KDP/KPA:</i> ▪ <i>MOP Outcome:</i> ▪ <i>Divisional/Departmental/Unit Plan:</i> 		
Key Result Area/Major Responsibilities	Major Activities/Duties	Performance Measures/Outcomes
<ul style="list-style-type: none"> - Cooking - Washing cooking Utensils - Maintenance - Supervising food serving - Teaching 	<ul style="list-style-type: none"> - Preparing and cooking breakfast, lunch and dinner according to the duty cook roster. - Supervision of students on galley duties including food preparation of all meals. - Maintaining discipline in the galley/food preparation situation. - Providing guidance in galley safety to students. - Maintaining galley in a clean and hygienic condition. - Relieving storeman - Assisting with basic cookery courses. - Any other duties required of him by Chief Caterer or Captain Superintendent 	<ul style="list-style-type: none"> - MLC 2006 standards clearly defined and all related subjects understood by trainees - Trainees are able to understand and practice General hygiene, food safety, kitchen safety, food hygiene. - Able to demonstrate high standard of discipline at all times to students of MTC - Able to provide delicious meals to official functions in a timely manner and unsupervised.

This is position description provides a comprehensive, but not exhaustive, outline of the key activities of the role. It is an expectation that you may be required to perform additional duties as required.

Approved by:	Date of Issue:
---------------------	-----------------------

GOVERNMENT OF KIRIBATI
POSITION DESCRIPTION

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

This is position description provides a comprehensive, but not exhaustive, outline of the key activities of the role. It is an expectation that you may be required to perform additional duties as required.

Approved by:	Date of Issue:
---------------------	-----------------------