

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

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| 1. Ministry: Ministry of Employment and Human Resources                                                                              |                                  |                                     |
| 2. Position Title: Cooks                                                                                                             | 3. Salary Level: : 18 -15        | 4. Division: Marine Training Center |
| 5. Reports To: Chief Caterer                                                                                                         | 6. Direct Reports: Chief Caterer |                                     |
| 7. Primary Objective of the Position: To prepare and cook and serve meals for IDF, FVP boarding trainees and for Official Functions. |                                  |                                     |

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| <b>8. Position Overview: Preparing, Cooking, Serving of Trainees food and Maintaining high standard of hygiene in the Galley(Kitchen)</b> |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| <b>9. Financial:</b><br>i. Requisition of Catering department order for training materials.                                               | <b>10 Legal:</b><br>i. Kiribati National Conditions of Service 2012<br>ii. Employment and Industrial Relations Code 2015<br>iii. Kiribati National Condition of Service 2020<br>iv. Procurement act 2019.<br>v. Kiribati Maritime Act 2017<br>vi. IMS Policy MTC<br>vii. ISM<br>viii. ISPS<br>ix. MTC Assessment Policy & Procedures<br>x. MTC OHS & EQ Policy<br>xi. MTC Department operation Manual<br>xii. Company Business Ethic<br>xiii. Kiribati Shipping Act<br>xiv. Merchant Shipping Act 2006<br>xv. Financial Regulation 2012<br>xvi. Kiribati Maritime Bill 2016<br>xvii. Environmental Act as amended<br>xviii. MLC 2006<br>xix. STCW78 as amended<br>xx. STWC-F<br>xxi. Gender and Sexual Harassment Policy, Violent & Bullying |

*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.*

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| <p><b>10. Internal Stakeholders:</b></p> <ul style="list-style-type: none"> <li>• Captain Superintendent</li> <li>• Deputy Captain Superintendent</li> <li>• Quality Management Commissioner</li> <li>• Head of Department</li> <li>• Trainees</li> </ul>                                     | <p><b>12. External Stakeholders:</b></p> <ul style="list-style-type: none"> <li>• MEHR</li> <li>• Local Suppliers for Trainees ration (with the CC approval)</li> <li>• Local Suppliers and Producers (with the CC approval)</li> </ul> <p><i>To be referred Captain Superintendent:</i></p> |
| <p><i>To be referred to Catering HOD;</i></p> <ul style="list-style-type: none"> <li>• Galley (Kitchen) Equipment</li> </ul>                                                                                                                                                                  | <ul style="list-style-type: none"> <li>• Damage</li> <li>• Injuries</li> </ul>                                                                                                                                                                                                               |
| <ul style="list-style-type: none"> <li>• Damage</li> <li>• Injuries</li> <li>• Incidents</li> <li>• Maintenance</li> </ul>                                                                                                                                                                    |                                                                                                                                                                                                                                                                                              |
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| <p><b>13. KEY ACCOUNTABILITIES</b> <i>(Include linkage to KDP, MOP and Divisional Plan)</i></p> <ul style="list-style-type: none"> <li>▪ <b>KDP/KPA: 1 Human Resources Development and</b><br/><b>KPA: 2 Economic Growth and Poverty Reductions</b></li> <li>▪ <b>MOP Outcome:</b></li> </ul> |                                                                                                                                                                                                                                                                                              |

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| ■ <i>Divisional/Departmental/Unit Plan:</i>                                 |                                                                                                                                                                                 |                                        |
|-----------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------|
| Key Result Area/Major Responsibilities                                      | Major Activities/Duties                                                                                                                                                         | Performance Measures/Outcomes          |
| Meals                                                                       | Preparing and cooking breakfast, lunch and dinner according to the daily menu. Supervision of students on Galley duties.                                                        | Trainees satisfaction, Healthy diet    |
| Working Schedule                                                            | Monitor and evaluate staff and coordinate break schedules including attendance                                                                                                  | MLC 2006 rest hours implemented        |
| Working space                                                               | Cleaning of all utensils & equipment and scrubbing & mobbing of floor and sanitizing work surfaces. Maintaining and monitoring high standard of hygiene practices at all times. | Health safety and problem solving. OSH |
| Assist Catering Instructor when practical works are done in galley(kitchen) | Supervision of trainees on galley duties including food preparation of all meals                                                                                                | Familiarization of on board duties     |

| 10. Key Challenges                                                                                                                                                                                                              | 11. Selection Criteria                                                                                                                                                                                                                                                                                                                                   |
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| <ul style="list-style-type: none"> <li>• Inadequate Counter Space.</li> <li>• Poor Ventilation.</li> <li>• Cluttered Space.</li> <li>• Water shortage</li> <li>• Damaged Cabinets.</li> <li>• Insufficient Lighting.</li> </ul> | <b>11.1 PQR (Position Qualification Requirement):</b><br><br>Ship Cook Certificate or Cook Certificate with 2 Year's relevant experience                                                                                                                                                                                                                 |
|                                                                                                                                                                                                                                 | <b>11.2 Key Attributes (Personal Qualities):</b><br><b>1. Knowledge</b> <ul style="list-style-type: none"> <li>• Read, speak and write English and Kiribati language</li> <li>• Understanding of TVET both locally and internationally</li> <li>• Follow policies and procedures</li> <li>• Problems Solving</li> <li>• Customer Satisfaction</li> </ul> |

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|  | <b>2. Skills:</b> <ul style="list-style-type: none"><li>• Leadership</li><li>• Supervisory skills</li><li>• Communication</li><li>• Food handling</li></ul>                                                       |
|  | <b>3. Attributes</b> <ul style="list-style-type: none"><li>• Integrity</li><li>• Organize</li><li>• Stress tolerance/Patient</li><li>• Social</li><li>• Leadership</li><li>• Honest</li><li>• Committed</li></ul> |

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