

JOB DESCRIPTION

JOB TITLE: Cook

REPORTS TO: Matron

DIRECT REPORTS: none

DATE PREPARED: JUNE, 2023

JOB PURPOSE:

To prepare meals and serve meals to learners and staff

Key Responsibilities

- Prepare and cook meals daily.
- Ensure all meals are prepared on time.
- Ensure that the kitchen, equipment and utensils are all properly cleaned and correctly stored away and / or ready for use each day.
- Ensure that all kitchen equipment is properly maintained and that any defects are reported promptly to the Matron.
- Meet the daily deadlines in preparing food.
- Serve the learners and staff food in accordance to the schools portion control.
- Clear away all food stations and undertake daily washing up duties.
- Maintain temperature control standards for all food.
- Participate in all general catering duties.
- Ensure that all personal and food hygiene procedures are applied at all times.
- Perform any other duties as assigned.

QUALIFICATIONS AND EXPERIENCE

- Certificated in Catering/ Home Economics with three (3) years' relevant experience in similar role.
- Ability to cook local dishes for a large number of people

The ideal candidate should possess:

- Detail Oriented
- Trustworthy

- Good Listener
- Good interpersonal Skills
- Good Communication Skills
- Team player
- Learner
- Excellent time manager
- Multi-task
- Work under pressure