

Opening Date: 6 February 2019

Closing Date: 20 February 2019

Location: Tortola

Vacancy Notice No. MEC/1/2019

Job Classification: Grade 6

Ministry/Department/Unit: Her Majesty's Prison

Position Details: One year probationary period

Non-established position

Employment Type: Full-time

Remuneration/Benefits: **Salary range \$22,770 - \$36,184.** Salary is commensurate with relevant qualifications and experience.

JOB VACANCY NOTICE

Cook

Government of the Virgin Islands



ROLE SUMMARY

The successful applicant will plan and prepare regular meals in order to provide a balanced, nutritious diet for consumers and maintaining the effective management of the kitchen and maintain a clean working and food preparation environment in order to ensure the health and safety of individuals.

MAIN RESPONSIBILITIES

1. Ensures the daily cleaning of the kitchen.
2. Plans, purchases and prepares menus and meals in order to facilitate the effective management of the kitchen.
3. Assists with maintaining records and inventory levels for the department ensuring supplies are in stock, liaise with local and overseas suppliers and vendors and prepares requisition ensuring accuracy.
4. Cleans, sanitizes and secures all food equipment, utensils and work areas in order to maintain a well-organised work environment that ensures the health and safety of yourself and others.'
5. Reports any faults or incidents to the Supervisor in a timely manner in order to maintain a clean, safe and sanitized environment.
6. Performs any other related duties as required by Supervisor or any other senior officer in order to contribute to the effectiveness and efficiency of the department.

BEHAVIOURAL COMPETENCIES

1. Maintain work activities to meet requirements including quality
2. Maintain a healthy, safe and productive working environment
3. Make recommendations for improvements to work activities
4. Contribute to the control of resources
5. Plan the work of your team

WORKING CONDITIONS/ ENVIRONMENTAL FACTORS

- Kitchen Environment
- Irregular and extended work hours

MINIMUM QUALIFICATIONS AND EXPERIENCE

- High School Diploma or equivalent
- Three (3) years' experience in food service and preparation
- Certified Food Handler
- Sound knowledge of Government structure, policies and procedures
- Good oral and written communication skills
- Sound knowledge of food preparation and serving
- Ability to work under minimum supervisor
- Good interpersonal and communication skills
- Ability to work under pressure

HOW TO APPLY

All applications for employment to the Public Service, including applications for transfer under the Employee Mobility Programme must be submitted to the address provided below by the job closing date.

Agency:

**Permanent Secretary
Ministry of Education and Culture
Road Town, Tortola VG 1110
British Virgin Islands**

Or by email: hrdemployment@gov.vg

Applicants should submit the Employment Application (available at: www.bvi.gov.vg); a Résumé/Curriculum Vitae of their relevant experience and qualifications; with two personal reference letters; certified copies of identification, citizenship, and academic certifications/diplomas/licenses, along with a police certificate from your place of residency.

Applying through the Employee Mobility Programme: Applicants interested in transferring to the Public Service through the Employee Mobility Programme must submit the standard Employment Application (see above) along with the Employee Mobility Application (available at: www.bvi.gov.vg/services/emp). All sections of both forms must be thoroughly completed in order to prevent delays in processing applications. For more information about the Employee Mobility Programme, click www.bvi.gov.vg/services/emp.

Important Notice: Qualified candidates who are considered for potential employment with the Government of the Virgin Islands may be requested to provide further criminal history record information. Evidence of a criminal conviction or other relevant information obtained shall not automatically disqualify an individual from employment with the Government of the Virgin Islands.