



(PNG UNIVERSITY OF NATURAL RESOURCES & ENVIRONMENT)

## JOB DESCRIPTION

		POS. NO
<b>DEPARTMENT</b> PNG University of Natural Resources & Environment	<b>DESIGNATION/CLASSIFICATION</b> Cook	
<b>OFFICE/AGENCY</b> Registry	<b>LOCAL DESIGNATION</b> Cook	
<b>DIVISION</b>	<b>HIGHEST SUBORDINATE</b>	<b>POS. NO</b>
<b>BRANCH</b> Administration	<b>IMMEDIATE SUPERVISOR</b>	<b>POS. NO.</b>
<b>SECTION</b> CATERING	<b>LOCATION</b>	

### HISTORY OF POSITION (Obtain from council decision records or DPM instruction/correspondences)

UNRE FILE NO.	DATE OF VARIATION	DETAILS

### 1. PURPOSE

The position is responsible for preparing food items and menu items in accordance with the University's standards and guidelines. They are responsible for the preparation of food for students messing.

### 2. ACCOUNTABILITIES (for improvement, provide a given service on time)

- Ensure food are ready in a timely manner
- Ensure great presentation by dressing dishes before they are served
- Keep a sanitized and orderly environment in the kitchen
- Ensure all food and other items are stored properly
- Check quality of ingredients

### 3. MAJOR DUTIES

- Set up workstations with all needed ingredients and cooking equipment
- Prepare ingredients to use in cooking (chopping and peeling vegetables, cutting meat etc.)
- Cook food in various utensils or grillers
- Check food while cooking to stir or turn
- Monitor stock and place orders when there are shortages

#### 4. POSITION AND PERSON SPECIFICATIONS

**(a) QUALIFICATIONS**

- Diploma from a culinary school will be an advantage.
- High school diploma or equivalent.

**(b) KNOWLEDGE (Policies/legislations/system/process)**

- Knowledge of various cooking procedures and methods (grilling, baking, boiling etc.)
- Public Service Management Act
- Public Service Financial Management Act
- PS General Order
- UNRE Act
- UNRE Statute
- First Aid processes
- OHS knowledge and skills

**(c) SKILLS**

Very good communication skills  
Excellent physical condition and stamina  
Know how/ability  
Computer Literate (Ms Suite)  
Food processing  
Public Relations

**(d) WORK EXPERIENCE**

- 2 -3 years work experience as cook
- Experience in using cutting tools, cookware and bakeware