



*Houses of Parliament
Jamaica*

Gordon House, 81 Duke Street, Kingston, Jamaica

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COOK

Applications are invited from suitably qualified persons for the post of **Cook (LMO/TS 3)** at the **Houses of Parliament (vacant)**. The salary range is \$10,258-\$11,607 per week.

JOB PURPOSE

Under the general supervision of the Kitchen Supervisor/Chef, the incumbent will be responsible for the preparation and deliver of meals to the Parliamentarians and staff members.

MAIN DUTIES AND RESPONSIBILITIES

- Assists the Kitchen Supervisor/Chef with the planning of menus and preparation of meals
- Assists with the catering of functions/special events
- Prepares and cooks meals according to menus, special dietary or nutritional restrictions, and in accordance with health and safety regulations
- Bakes breads, rolls, cakes, and pastries
- Apportions food for serving to customers of the canteen as needed
- Keeps records of quantities of food used
- Assists in the creation of decorative food displays when catering for functions
- Follows proper food handling and hygiene protocol
- Checks the quality of raw and cooked food products to endure that they are safe for consumption
- Maintains kitchen equipment in accordance with safety standards
- Reports to the Kitchen Supervisor/Chef all faulty or damaged equipment or any potential hazard
- Assists with cleaning kitchen, surrounding areas and equipment to ensure the kitchen is maintained to a high level
- Inspects supplies, equipment, and work areas to ensure compliance with health standards
- Utilizes sanitation practices aligned to standards and regulations

REQUIRED SKILLS/COMPETENCIES

- Excellent oral and written communication skills
- Excellent interpersonal skills
- Must be able to work under pressure and meet deadlines

MINIMUM QUALIFICATIONS AND EXPERIENCE

- Certificate in Commercial Food Preparation Level 2 from a recognized Tertiary Institution
- Minimum of three (3) years working experience in a food preparation position

Application accompanied by resume should be submitted **no later than Friday, September 16, 2019 to:**

Clerk to the Houses
Houses of Parliament
Gordon House
81 Duke Street
Kingston
or

Email: clerk@japarliament.gov.jm

Please note that only short listed applicants will be contacted.