



# HUMAN RESOURCE MANAGEMENT DIRECTORATE

Church Folly, Grand Turk, Turks & Caicos Islands. Ph: 649-946-2801, Fax: 649-946-1582

## TURKS & CAICOS ISLANDS GOVERNMENT VACANCY

**JOB TITLE:** Cook

**MINISTRY:** Public Safety & Utilities

**DEPARTMENT:** Rehabilitation & Community Services

**LOCATION:** Providenciales

### **JOB SUMMARY:**

The Cook prepares and serves healthy, balanced meals for residents in the juvenile residential facility. The role ensures that food is prepared safely and in line with hygiene and food safety standards, and that the kitchen is kept clean and organized. The Cook supports the daily routine by ensuring meals are provided on time and consistently, and also assists in maintaining clean common areas, contributing to a safe, structured, and supportive environment for residents.

### **KEY DUTIES AND RESPONSIBILITIES:**

- Prepare and serve healthy, balanced meals based on the set menu and dietary needs.
- Ensure meals are ready and served on time according to the daily schedule.
- Follow all food safety and hygiene rules, including proper storage and handling of food.
- Keep the kitchen, dining area, and equipment clean and organized at all times.
- Help keep common areas and offices clean and tidy as needed.
- Check food supplies regularly and inform management when items need to be restocked.
- Assist with ordering, receiving, and storing food and kitchen supplies.
- Follow any special dietary needs, allergies, or cultural food requirements.
- Involve residents in simple meal preparation or kitchen tasks to help build life skills, when appropriate.
- Work with residential staff to maintain a clean, safe, and organized environment.
- Use kitchen equipment safely and report any faults or issues.
- Report any concerns about food safety, hygiene, or kitchen operations to management.
- Carry out any other related duties as required.

### **MINIMUM QUALIFICATIONS & EXPERIENCE:**

- High school diploma or equivalent required.
- Ability to speak and understand English fluently
- Food Handling Certificate is required or must be obtained within a specified period.





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- Minimum of 3-5 years' experience in food preparation, catering, or a similar role.
- Knowledge of basic nutrition, food safety, and hygiene standards.
- Ability to maintain cleanliness, organization, and efficiency in a kitchen environment.
- Ability to work independently and as part of a team.
- Good time management and organizational skills.
- Ability to follow established procedures and maintain consistency in meal preparation and service.

**SALARY: Grade 3.1 - \$27,383 per annum**

## **APPLICATION PROCEDURE:**

Resumes with current contact information must be accompanied by a Cover Letter and two letters of reference (one preferably from a former employer) as well as copies of educational certificates and a copy of the Passport photo page. Shortlisted candidates must submit a Police Certificate.

**Current serving officers must apply through their Head of Department.**

**Applications without all supporting documents will not be processed.**

**"We thank all applicants for their interest, however, only persons selected for an interview will be contacted".**

