



# HUMAN RESOURCE MANAGEMENT DIRECTORATE

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

## **GOVERNMENT VACANCY**

**JOB TITLE:** Cook  
**DEPARTMENT:** Aged Care and Rehabilitation  
**MINISTRY:** Ministry of Health and Human Services  
**LOCATION:** Grand Turk

### **JOB SUMMARY:**

To provide excellent meals and maintain standard hygiene and cleanliness of kitchen and dining areas in the facilities.

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

1. Cook meals as required.
2. Ensure no unauthorised items or persons enter the establishment.
3. Provide healthy, nutritious and well prepared meals.
4. Provide catering and food preparation services at the facilities.
5. Highlight any issues to the attention of the Supervisor.
6. Assist in the security and safe keeping of kitchen equipment and tools.
7. Ensure that Kitchen and Dining areas are maintained to a high level of cleanliness.
8. Use hygiene and food preparation standards at all times.
9. Purchase provisions as necessary.
10. Adhere to all Public Service codes, rules and regulations.
11. Perform other related tasks as assigned.

### **QUALIFICATIONS AND EXPERIENCE:**

#### **Qualifications:**

- Food hygiene certification desirable

#### **Experience:**

- At least one (1) year's experience in catering, food preparation and handling.

#### **Compensation:**

**SALARY – Grade 2.1 - \$886.00 bi-weekly**





# HUMAN RESOURCE MANAGEMENT DIRECTORATE

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

## **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. Applications should be addressed to the Office of the Human Resource Directorate, Church Folly, Grand Turk.

### **Belonger Need Only Apply**

**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.**

