



**UNIVERSITY of the SOUTHERN CARIBBEAN**  
**Royal Road, Maracas, St. Joseph**

**CAREER OPPORTUNITY**

Applications are invited from suitably qualified individuals *for* the following position:

**DEPARTMENT OF FOOD SERVICES**

**COOKS**

**JOB SUMMARY**

The Cook is responsible for preparing a wide variety of meals and beverages. The position holder is responsible for preliminary preparation, the cooking process, plating or presentation, and operating kitchen appliances and equipment. Participates in teamwork activities in the Department, and contributes to maintaining the strategic pillars of the University. The position requires compliance with established policies and procedures of the Department and a high level of confidentiality. The position holder reports to the Director. This is a full time position – 40 hours per week. The hours of work are based on a shift system and he or she must be able to work early mornings, nights, weekends and public holidays when required.

**DUTIES AND RESPONSIBILITIES**

- Adheres to proper food handling, sanitation, and safety procedures in accordance with Ministry of Health regulations and quality control standards.
- Maintains optimal personal cleanliness and appearance at all times with the use of hair net and other required apparatus.
- Maintains and fosters a pleasant and professional environment at all times.
- Ensures that meals are tasty, attractively displayed and served on time to clients.
- Cleans and inspects galley equipment, kitchen appliances, utensils and work areas in order to ensure functional operation.
- Inspects food products and supplies prior to preparation or consumption.
- Prepares meals by following recipes; slicing, cutting, chopping, mincing, stirring, whipping, and mixing ingredients; adding seasonings; verifying taste; and plating meals.
- Completes hot meal preparation by grilling, sautéing, roasting, frying, and broiling ingredients.
- Cooks food according to menu, dietary or nutritional specification, or special requests.
- Prepares the necessary sauces or accompaniments for meals.

- Executes cold food production in accordance with standards of plating guide specifications.
- Prepares beverages for consumption and assembles and refrigerates cold drinks and other ingredients.
- Dishes out food on deck for serving and apportsions and serves food to clients.
- Stores leftovers according to established standards.
- Makes every effort to control and minimize waste.
- Directs activities of assistant cooks and student workers who assist in preparing and serving meals and beverages.
- Works alongside other team members to ensure streamlined service and a commitment to work together to achieve the goals of the Department.
- Implements suggestions within parameter of position and refers more complex concerns to supervisor.
- Provides feedback and makes recommendations for improvement of menus, beverages and operational matters.
- Attends and participates in meetings called by the Department and University administration.
- Performs other assigned duties commensurate with position.

## **QUALIFICATION AND EXPERIENCE**

To perform this job successfully, the position holder must be able to perform each essential duty satisfactorily. The position requires:

- A minimum of three (3) O'Level passes.
- Qualification in hotel or institutional food preparation will be an asset.
- A minimum of three years' experience in food and beverage preparation.
- A current Ministry of Health food badge.

## **KNOWLEDGE, SKILLS AND ABILITIES**

- Knowledge on the use of kitchen appliances, cutting tools and other standard food service equipment.
- Knowledge of food safety.
- Numeracy skills to be able to estimate and measure quantities, weights, and volumes.
- Creativity, presentation skills, and attention to detail.
- Ability to work in a fast paced environment.
- Ability to multitask, prioritize and manage time efficiently.
- Physical endurance to stand and move for an entire shift.
- Ability to bend, move and lift up to 25 pounds or more.
- Ability to work well as part of a team and on individual tasks.
- Ability to work in a cohesive team environment while maintaining positive employee relations through respectful, open and effective two-way communication at the individual and team levels.

## **OTHER REQUIREMENTS**

- Critical thinking
- Highly organized
- Excellent oral and written communication skills

- Excellent customer service skills
- Confidentiality, integrity, dependability, and conscientiousness
- Appropriate and professional appearance and demeanour required
- Commitment to the high moral, spiritual and ethical values of the University

*Applications should include a Cover Letter, a detailed Curriculum Vitae, and two (2) written recommendations, including one from current employer. Photocopies of relevant academic qualifications and contact number/s should be forwarded to:*

**THE DEPARTMENT OF HUMAN RESOURCES  
UNIVERSITY *of the* SOUTHERN CARIBBEAN  
P. O. BOX 175  
PORT OF SPAIN  
TRINIDAD**

**Or email us at: [hr-recruitment@usc.edu.tt](mailto:hr-recruitment@usc.edu.tt)**

Applications should be received no later than **September 27, 2022.**

***The University wishes to thank all applicants for their interest; however, only short-listed applicants will be contacted.***