



**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**

**KITCHEN ASSISTANT/ATTENDANT**

**JOB SUMMARY**

The **Kitchen Assistant/Attendant** works under the guidance of the Cook to ensure that the kitchen is clean and operational. 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 of Food Services and fulfils a forty-hour workweek on a shift system. He or she must be able to work earlymornings, nights, weekends and public holidays when required.

**DUTIES AND RESPONSIBILITIES**

- Ensures that the food preparation areas are clean and hygienic.
- Washes utensils and dishes and makes sure they are stored appropriately.
- Assembles and prepares ingredients for cooking, i.e., washing, peeling, chopping, and cutting foodstuffs for meal preparation.
- Assists Cooks and Assistant Cooks and promptly responds to instructions and brings meal ingredients from the storage area to the kitchen.
- Assists with unloading and packing of foodstuff and other supplies.
- Engages in specialized non-cooking duties, i.e., assisting with plating and presentation.
- Organizes kitchen / café / cafeteria linen laundry.
- Serves at events as required.
- Cleans refrigerators, stoves and other kitchen apparatus.
- Sweeps and mops kitchen floors and other areas ensuring kitchen safety of staff and others.
- Disposes rubbish from the work area, cleans garbage cans and areas, and washes down the dock.
- Performs other assigned duties commensurate with the 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 two O'Level passes.
- A minimum of one (1) year experience in a similar position.
- Must have a current Ministry of Health food badge.

### *Physical Endurance:*

- Ability to stand and move for an entire shift.
- Manual handling and lifting of 30 pounds or more.

## KNOWLEDGE, SKILLS AND ABILITIES

- Understanding of health and safety regulations regarding food preparation and storage.
- Basic understanding of how to use kitchen equipment.
- Ability to perform well under pressure and work quickly and efficiently.
- Excellent customer service skills and the ability to enjoy working with others.
- Keenness to follow instructions and prepare ingredients according to instructions.

## OTHER REQUIREMENTS

- Critical thinking
- Highly organized
- 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 23, 2022.**

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