**POSITION PROFILE**

**1. JOB IDENTIFICATION**

1.1 **Position Title:** Cook

1.2 **Position Level:** GSS-II (Fixed Term)

1.3 **Occupational Group:** Administrative & Technical

1.4 **College/OVC**: Gedu College of Business Studies

**2. GENERAL ROLES AND RESPONSIBILITIES**

**2.1** Daily cooking services for up to 300 + students

2.2 Set up work station with all needed ingredients and cooking equipment

2.3 Prepare ingredients to use in cooking (cleaning, chopping and peeling vegetables, cleaning and cutting meat etc.)

2.4 Ensure great presentation by dressing dishes before they are served

2.5 Keep a sanitized and orderly environment in the kitchen

2.6 Ensure all food and other items are stored properly

2.7 Set up workstations with all needed ingredients and cooking equipment

2.8 Always check quality and expiration of ingredients

2.9 Monitor stock and place orders when there are shortages; in preparing weekly food supply lists in coordination with supervisor.

2.10 Prepare three meals per day, ensuring diversity, quality and nutritional value of the meals. 2.11 Maintenance of high sanitation standards

2.12 Chopping, carrying & stocking of firewood.

2.13 Carry out any other tasks that may be assigned by the supervisor from time to time.

**3. KNOWLEDGE, SKILLS & ABILITIES (KSA) REQUIREMENTS***:*

**3.1 Education:** NA

***3.2* Experience:** Trained with experience

**3.3 Knowledge, skills and abilities requirements**

3.3.1 High level of knowledge in the area of responsibilities.

3.3.2 Good inter-personal skills to garner support from relevant officials