

**Opening Date:** 17 May 2018  
**Closing Date:** 31 May 2018  
**Location:** Tortola  
**Vacancy Notice No.** MHSD/10/2018  
**Job Classification:** Grade 02  
**Ministry/Department/Unit:** Adina Donovan Home  
**Position Details:** One year probationary period  
Non-established position  
**Employment Type:** Part-time  
**Remuneration/Benefits:** **Salary range \$17,435 - \$23,915** Salary is commensurate with relevant qualifications and experience.

## JOB VACANCY NOTICE Assistant Cook

Government of the Virgin Islands



### ROLE SUMMARY

The successful applicant will plan and prepare regular meals in order to provide a balanced, nutritious diet for consumers and maintaining the effective management of the kitchen and maintain a clean working and food preparation environment in order to ensure the health and safety of individuals.

### MAIN RESPONSIBILITIES

1. Assist with the planning and preparation of regular and special diets food in order to provide a balanced nutritious meal for consumers.
2. Assist with the cleaning, sanitisation and securing of all food equipment, utensils and work areas in order to maintain a well-organised work environment that ensures the health and safety of yourself and others.
3. Assist with monitoring inventory and rotate stock in order to manage food stores efficiently.
4. Report any faults or incidents to the Supervisor in a timely manner in order to maintain clean, safe and sanitized environment.
5. Perform any other related duties as required by the Supervisor or any other senior officer in order to contribute to the effectiveness and efficiency of the department.

### BEHAVIOURAL COMPETENCIES

1. Observes departmental standards for own conduct
2. Manages own work effectively
3. Manages customer relationships
4. Communicates clearly and effectively
5. Contributes to the effective use of resources
6. Manages relationships with others in the team, including your manager

### WORKING CONDITIONS/ ENVIRONMENTAL FACTORS

- Kitchen environment
- Clinical environment
- Irregular and extended work hours

### MINIMUM QUALIFICATIONS AND EXPERIENCE

- High School Certificate or equivalent
- One (1) year experience in food service and preparation
- Certified Food Handler
- Basic knowledge of Government structure, policies and procedures
- Basic knowledge of food preparation and presentation
- Basic knowledge of operating kitchen equipment
- Basic knowledge of hygiene practices
- Good time management and organisational skills
- Good oral and written communication skills
- Good interpersonal skills and the ability to work as a team player

### HOW TO APPLY

All applications for employment to the Public Service, including applications for transfer under the Employee Mobility Programme must be submitted to the address provided below by the job closing date.

Agency:

**Permanent Secretary**  
**Ministry of Health and Social Development**  
**Road Town, Tortola VG 1110**  
**British Virgin Islands**

Or by email: [www.hrdbvi@gov.vg](mailto:www.hrdbvi@gov.vg)

Applicants should submit the Employment Application (available at: [www.bvi.gov.vg](http://www.bvi.gov.vg)); a Résumé/Curriculum Vitae of their relevant experience and qualifications; with two personal reference letters; certified copies of identification, citizenship, and academic certifications/diplomas/licenses, along with a police certificate from your place of residency.

Applying through the Employee Mobility Programme: Applicants interested in transferring to the Public Service through the Employee Mobility Programme must submit the standard Employment Application (see above) along with the Employee Mobility Application (available at: [www.bvi.gov.vg/services/emp](http://www.bvi.gov.vg/services/emp)). All sections of both forms must be thoroughly completed in order to prevent delays in processing applications. For more information about the Employee Mobility Programme, click [www.bvi.gov.vg/services/emp](http://www.bvi.gov.vg/services/emp).

*Important Notice: Qualified candidates who are considered for potential employment with the Government of the Virgin Islands may be requested to provide further criminal history record information. Evidence of a criminal conviction or other relevant information obtained shall not automatically disqualify an individual from employment with the Government of the Virgin Islands.*