

**NATIONAL INSURANCE SCHEME  
NON MANAGEMENT JOB DESCRIPTION**

<b>JOB TITLE:</b>	<b>Cook</b>	<b>AGREED TO BY:</b> -----
<b>REPORTS TO:</b>	<b>Head Cook</b>	<b>APPROVED BY:</b> -----
<b>DIVISION:</b>	<b>Administration</b>	<b>DATE EFFECTIVE:</b> -----
<b>DEPARTMENT:</b>	<b>Personnel and Industrial Relations</b>	
<b>SECTION:</b>	<b>Canteen Services</b>	

**DESCRIPTION**

**POSITION SUMMARY:**

Performs routine duties of a cook such as preparing, cooking and serving meals.

**MAJOR DUTIES:**

- Receives verbal or written orders for menus, and procures items required, for menu preparation.
- Cooks and bakes bread, pastries, meats and other dishes to conform with menu arrangements or orders received.
- Prepares hot and cold beverages in accordance with orders received.
- Uses various equipment such as gas and electric stoves and ovens, electric slicing machines, mixing machines and mincing machines in the performance of duties.
- Notifies Supervisor of rations , utensils or equipment required for use in the kitchen and reports faults on damages to equipment promptly.
- Keeps kitchen, including equipment and utensils clean and tidy.

**III SUPERVISORY RESPONSIBILITIES:**

This incumbent does not supervise any personal but has a working relationship with all Section/Department/Division.

**IV SKILL REQUIREMENTS:**

**A. TECHNICAL SKILLS**

**The most important technical skill required in this position include:**

**D. CLERICAL SKILL:**

**The most important clerical requirement of this position include.**

**E. LANGUAGE SKILLS:**

**The most important Language skill required for this position include the following:**

**V. CONDITIONS OF WORK:**

**This position is expected to work under the following condition:**

- Situations requiring stooping, crouching, reaching, handling or fingering involving continuous use of back and leg muscles or full use of arm and hands in rapid and frequent movement.
- Requires moderate amounts of interpretation of recipes with which incumbent may not be familiar with.
- Little mental and only important visual attention necessary in preparing and displaying foods to meet dietary and nutritional requirements.

- The work consist of task that are straight-forward, very routine and repetitive.

**VI. WORK ENVIRONMENT:**

**This position is expected to Work under the following environmental conditions.**

- Work location is mainly inside.
- Works as part of a team in proximity to others.
- Exposure to cut, burns and extreme heat in the preparation of meals. This could result in partial disability.

**VII. BACKGROUND**

The minimum background requirement of candidates for this position in the context of the National Insurance Scheme's situation is:

**a) MINIMUM EDUCATION:**

**Certificate from a recognised school of Home Economics.**

**b) MINIMUM EXPERIENCE:**

1-3 monts