

POSITION PROFILE

1. JOB IDENTIFICATION

- 1.1 **Position Title:** Cook
- 1.2 **Position Level:** GSS
- 1.3 **Occupational Group:** Administrative & Technical
- 1.4 **College/OVC:** College of Science and Technology

2. GENERAL ROLES AND RESPONSIBILITIES

- 2.1 **Meal Preparation:** Preparing daily meals according to a fixed menu and serving large quantities efficiently.
- 2.2 **Budget-Conscious Cooking:** Managing ingredients and cooking within budget constraints while ensuring nutritional quality.
- 2.3 **Inventory Management:** Keeping track of ingredient levels, managing inventory, and ordering supplies as needed.
- 2.4 **Maintaining Cleanliness and Hygiene:** Ensuring the kitchen, equipment, and utensils are clean and sanitary, adhering to health and safety standards.
- 2.5 **Timely Service:** Preparing meals on time to serve students according to scheduled meal hours.
- 2.6 **Menu Planning:** Collaborating with mess authorities to plan balanced menus that meet the dietary needs and preferences of students.
- 2.7 **Waste Management:** Minimizing food waste and disposing of leftovers responsibly.
- 2.8 **Team Collaboration:** Working with helpers and other staff to manage meal prep, service, and cleanup.
- 2.9 **Adaptability:** Adjusting meals based on available ingredients, special dietary requirements, or student feedback.

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

- 3.1 **Education:** NA
- 3.2 **Experience:** Experienced preferred
- 3.3 **Knowledge, skills and abilities requirements**
 - 3.3.1 **Culinary Skills:** Proficiency in different cooking methods and techniques is essential.
 - 3.3.2 **Attention to Detail:** Precision in measuring ingredients and following recipes is critical for consistency.
 - 3.3.3 **Physical Stamina:** Cooks often work long hours on their feet, requiring good physical condition.
 - 3.3.4 **Teamwork:** The ability to work well with others in a high-pressure environment is crucial

Service condition:

Salary will be commensurate in accordance with the existing Rules and Regulations of the Royal University of Bhutan.

Shall be recruited under General Service Staff (GSS)