

JOB ANNOUNCEMENT
GOVERNMENT OF THE UNITED STATES
VIRGIN ISLANDS
DEPARTMENT OF EDUCATION
Internal/External

THE POSITION BELOW IS VACANT IN THE DEPARTMENT OF EDUCATION:

POSITION TITLE: Cook

LOCATION: St. Thomas/ St. John District

Interested persons should contact: **DIVISION OF HUMAN RESOURCES**
careers.sttj@vide.vi

Deadline for applying: June 8, 2018

Starting Salary: \$20,992 GRADE: SU-11

Union: Seafarers International Union

DESCRIPTION

An employee in this class performs general duty cooking in a school kitchen, including satellite schools. The employee may work with minimal supervision or under the direction of a Kitchen Manager. Duties are performed in accordance with established menus, recipes and food service schedules. Work is checked by the supervisory personnel through inspection of cooking process and quality of foods prepared.

DUTIES AND RESPONSIBILITIES (NOT ALL INCLUSIVE)

- Prepares, seasons and cooks various foods in the preparation of one or more types of meals for large numbers of persons, including students, faculty and administrators
- Prepared special diets according to prescribed instructions;
- Supervises and assists in the serving of meals;
- Instructs food service workers in the preparation of food for working;
- Maintains sanitary conditions in kitchen and lunch rooms;
- Performs related work as required.

KNOWLEDGE, SKILL AND ABILITIES

- Skill in cooking a variety of foods;
- Knowledge of equipment and materials used in preparing, cooking and serving foods;
- Knowledge of the care and cleaning and kitchen equipment;

- Ability to direct the work of a small group of food service workers engaged in preparing food, cleaning kitchen and dining area;
- Ability to read, write, understand and follow oral and written instructions.
- Ability to establish and maintain effective working relationships with all persons contacted during the course of work.
- Ability to stand in excess of an hour at any given time.
- Ability to lift 70 (seventy) pounds or more.

EDUCATION AND EXPERIENCE

- High School Diploma or G.E.D. and (2) two years' experience in cooking a variety of foods for a large population; **AND**
- Possession of or ability to qualify for a food handler's health certificate

Interested persons should apply by visiting our website at <http://jobs.vide.vi> and select the appropriate application for submission procedures.

Send your complete application package to careers.sttj@vide.vi for consideration.

Application documents required: (1) Completed Application, (2) Resume, (3) Cover Letter, (4) Official College Transcripts, (5) Certifications, (6) Licensures, (7) Three Letters of Recommendation, (8) Police Background Check and (9) Doctor's Statement of Good Health.

Travel, transportation and relocation expenses are not authorized by this position. Any travel, transportation and relocation expense associated with reporting for duty in this position will be the sole responsibility of the selected candidate
