**NATIONAL CHILDREN'S COUNCIL**

**Post:** **Cook (Roster)**

**Duties:**

**1.** To be responsible for the collection/receipt of provisions, their cleaning, preparation, cooking and distribution, as directed, and accounting for the use and disposal of the provisions.

**2**. To prepare and fill in menu sheets.

**3.** To keep record of the daily commodities used.

**4.** To prepare separate meals for babies.

**5.** To prepare snacks, meals, desserts and tiffins for residents.

**6**. To ensure that all kitchen equipment/utensils, table cloths are safe for use and report defects/breakages and any other problems to the officer-in-charge and supervisors.

**7.** To clean the premises of the kitchen and keep them neat and tidy at all times.

**8.** To maintain a high standard of hygiene in the preparation, cooking and distribution processes.

**9.** To ensure that only authorised persons have access to the kitchen.

**10.** To perform such other duties directly related to the main duties listed above or related to the delivery of the output and results expected from the Cooks (Roster) in the roles ascribed to him.

**Note:** Cooks (Roster) will be required to work on roster and staggered hours including weekends, public holidays and officially declared cyclone days.