



Fulton Adventist  
University College

"Others" | EST 1905

## **JOB DESCRIPTION:**

---

---

<b>Position:</b>	<b>COOK</b>
<b>Employer:</b>	<b>Fulton Adventist University College - owned and operated by the Trans Pacific Union (TPU) of the Seventh-day Adventist Church</b>
<b>Location:</b>	<b>Sabeto Road Nadi Fiji</b>
<b>Revised:</b>	<b>November, 2022</b>

---

### **Fulton Adventist University College Mission Statement:**

Empower graduates through quality Adventist Education for dedicated service.

## **Position Summary:**

---

### **The Role of the Cook at Fulton Adventist University College is to:**

Assist the Director of Food Services in the operation of the institution's Dining Hall in harmony with the philosophy and objectives of Fulton, as well as statutory health requirements.

### **Qualifications Required:**

1. Must be a practising baptised member of the Seventh-day Adventist Church with a strong commitment to its mission and lifestyle. This would incorporate an active relationship with Jesus Christ characterised by a deep desire for worship and service to God.
2. A record of successful working with people.
3. Have an interest in and aptitude for cross-cultural ministry.
4. Have an interest in and enthusiasm for wholesome food.

**Core Competencies:**

1. Well developed interpersonal and relationship skills;
2. An ability to train, supervise and hold those in their care to account for their work performance;
3. Appropriate training in hygiene, food preparation, nutrition and in the preparation and presentation of wholesome and quality meals;
4. Willingness to provide wholesome Adventist-oriented food and nutrition in the context of a multi-cultural environment;
5. A knowledge of various commercial food standards, processes and products.

**Specific Responsibilities:**

---

1. Assist the Director of Food Services in the supervision of staff and students assigned to work rosters.
2. Implement the daily menus as planned and oversee the preparation and serving of meals as rostered.
3. Co-operate with the Director of Food Services in the provision of special food services as rostered.
4. Maintain cleanliness, attractiveness and the general décor of all food preparation, serving, washing up and assembling areas in the cafeteria as rostered.
5. Oversee the dress and decorum of persons using the cafeteria as rostered.
6. Be responsible for the care of utensils and equipment as rostered.
7. Ensure that appropriate occupational health and safety standards and procedures are implemented and followed as rostered.
8. Respect, support and practice the ethos of Seventh-day Adventist education, especially the principles of the Work Education Program.
9. Carry out any other responsibility assigned by the Director of Food Services.

**Occupational Health and Safety**

---

- Contribute to the development of a safe and healthy workplace.
- Comply with instructions given for their own safety and health and that of others, in adhering to safe work procedures.
- Report any injury, hazard or illness immediately, where practicable to their supervisor.
- Avoid placing others at risk by any act or omission.

Note: for a full overview of Fulton Adventist University College' approach to OHS all staff should refer to the Employee Handbook.

**Committee and Board Membership:**

---

1. As appointed by the Staff Meeting

## **Key Performance Indicators:**

---

1. Consistently reflects and actively promotes the mission and values of the College.
2. Competently meets the specifications of the Job Description.
3. Has a mastery of the specific knowledge and competencies required for this position.
4. Actively nurtures and supports all persons who report directly to him/her.
5. Is respected by staff and students as a Christian professional.
6. Effectively oversees the preparation and presentation of food in the institution's Dining Hall as assigned.
7. Consistently ensures that all appropriate occupational health and safety procedures are implemented in their areas of responsibility.
8. Responds positively to feedback

## **Terms and Conditions:**

---

The terms and conditions shall be read in conjunctions with the *Fulton Adventist University College Employees' Handbook*, this job description and the *SPD Working Policy* as amended from time to time.

### **Appointed by:**

Fulton Adventist University College Administrative Committee.

### **Term:**

This is an appointed position. Subject to satisfactory performance the person appointed shall hold office for three years at which time the term may be renewed.

### **Performance appraisal:**

Informal review after 6 months then formal appraisal at 12 months.

### **Responsible to:**

Director of Food Services and Fulton Adventist University College Administration.

### **Remuneration:**

As per the Fulton Adventist University College Wages Schedule as amended from time to time.

## **Personal Commitment:**

---

Being employed by the Seventh-day Adventist Church requires personal commitment to its mission and lifestyle. The holder of this position will reflect in their personal and professional life the church's Christian values, as referred to in the *Fulton Adventist University College Employees' Handbook*, and the *SPD Working Policy*.

**Confirmation:**

---

Name of the appointed person:

Signature of the appointed person:

---

Date of signing:

---

Signature of witness:

(Fulton Adventist University College Officer)

---

---