

**ROYAL UNIVERSITY OF BHUTAN
POSITION PROFILE**

1. JOB IDENTIFICATION

- 1.1 Position Title:** Cook
- 1.2 Position Level:** GSS (Fixed Term)
- 1.3 Occupational Group:** Administrative and Technical
- 1.4 College/OVC:** Jigme Namgyel Engineering College, Royal University of Bhutan

2. MAIN PURPOSE OF THE POSITION

The main purpose of the position is to prepare and cook the food and other cooking items in the student mess.

3. GENERAL ROLES AND RESPONSIBILITIES

- 3.1** Perform preparation and cooking of different food items in the student mess.
- 3.2** Perform cleaning and maintaining of the kitchen and its surroundings.
- 3.3** Keep record of the items issued and used in the mess.
- 3.4** Perform check and balance of the stock of mess items.

4. SPECIFIC ROLES AND RESPONSIBILITIES

Following are the specific roles and responsibilities:

- 4.1** Primary duty is to Cook for students.
- 4.2** Be able to operate electrical appliances (Bulk electric cookers) in the kitchen.
- 4.3** Should be willing to work even on weekends and government holidays.
- 4.4** Any other responsibilities assigned from time to time by supervisors.

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

- 5.1 Education:** NA
- 5.2 Experience:** Preference will be given to candidates with relevant experience.
- 5.3 Knowledge Skills and Abilities:**
 - 5.3.1** Ability to work diligently with eye on details.
 - 5.3.2** Punctual and able to remain at the workplace as per the requirement of the position.
 - 5.3.3** Knowledge on cooking different food items.