

NORTH EAST REGIONAL HEALTH AUTHORITY

HEAD COOK (HSC/HS 4)

The **North East Regional Health Authority**, a statutory body under the Ministry of Health with responsibility for the management and delivery of public health services within the parishes of **St. Ann, St. Mary and Portland**, is seeking a dynamic, proactive, experienced and analytical individual with strong team building skills to fill the position of **Head Cook** for the **Port Antonio Hospital**.

Under the general supervision of the Dietetic Assistant, the incumbent will have the responsibility to prepare and portion meals as well as other activities associated with maintaining the kitchen in a safe and sanitary manner.

The ideal candidate will meet the following educational criteria:

- Secondary School Certificate
- Vocational certification from NCTVET or on the job training
- Certificate in Supervisory Management would be an asset
- Valid food handler's permit
- Two (2) years working independently in a housekeeping role.

Specific Knowledge Required:

- Knowledge of methods and equipment used in preparing food on a large scale
- Basic knowledge of nutrition
- Knowledge of reading recipes, menus and orders
- Knowledge of the proper use and care of various kinds of specialized kitchen equipment
- Knowledge of basic HACCP principles

Key Responsibility Areas:

- Preparing meals, supervising cooks and training of new staff engaged in similar duties
- Maintaining high standards of quality for food preparation and portion control
- Ensuring that cleanliness is practiced
- Caring of equipment used in the kitchen
- Inspect kitchen utensil and arrange for the replacement of damaged utensils

REMUNERATION PACKAGE PER ANNUM:

Salary Scale: \$ 1,545,377 – 1,836,968 per annum

Applications along with resumé should be submitted no later than **Friday, 2025 October 17** to:

**The Director,
Human Resource Management & Development
North East Regional Health Authority,
34-38 Ocean Village Shopping Centre,
Ocho Rios, St. Ann, Jamaica, West Indies.
E-mail: jobs@nerha.gov.jm or Fax: (876) 795-2747**

NB. WE THANK ALL APPLICANTS FOR RESPONDING, HOWEVER, ONLY SHORT-LISTED APPLICANTS WILL BE ACKNOWLEDGED.