



Commonwealth Healthcare Corporation

Commonwealth of the Northern Mariana Islands

P. O. Box 500409, Saipan, MP 96950

Website: www.chcc.gov.mp



HUMAN RESOURCES

EXAMINATION ANNOUNCEMENT NO.20-188

POSITION: **COOK** OPENING DATE: **08/14/2020**

NO. OF VACANCIES: **1** CLOSING DATE: **08/28/2020**

PAY LEVEL/ STEP: **05/01 – 05/03**

SALARY: **\$18,329.83 P/A - \$20,208.64 P/A**

The salary given will be determined by the qualifications of the appointee.

LOCATION: Commonwealth Health Center, Dietary Unit
Commonwealth Healthcare Corporation, Saipan

DUTIES:

This position is located at the Dietary Unit, Commonwealth Healthcare Corporation under the direct supervision of the Food Service Supervisor and under the general supervision of the Food Service Manager and Head Chef.

The scope of work includes:

Assists the Food Services Supervisor in controlling and monitoring the cafeteria and kitchen sections; Oversees the daily operation of the kitchen in the absence of the Food Service Supervisor; Monitors sanitation practices to ensure employees follow standards and regulations; Instructs Prep Cook and Kitchen Helper positions in the preparation, cooking, garnishing or presentation of food; Cleans, cuts and cooks meat, fish or poultry; Cooks foodstuff according to menus, special dietary or nutritional restrictions, or numbers of portions to be served; Cleans and inspects galley equipment, kitchen appliances and work areas to ensure cleanliness and functional operation; Apportions and serves food to patients, employees or patrons; Directs activities of one or more workers who assist in preparing and serving meals; Washes pots, pans, dishes, utensils, or other cooking equipment, as needed; Compiles and maintains record of food use and expenditures; Takes inventory of supplies and equipment; Bakes bread, rolls or other pastries; Trains new employees; Monitors use of government food commodities to ensure that proper procedures are followed; Monitors menus and spending to ensure that meals are prepared economically; Determines meal prices, based on calculation of ingredient prices; Plans menus that are varied, nutritionally balanced and appetizing, taking advantage of foods in season and local availability; Requisitions food supplies kitchen equipment and appliances based on estimates of future needs; Inspects and cleans food preparation areas, such as equipment and work surfaces, or serving areas to ensure safe and sanitary food-handling practices; Ensures food is stored and cooked at correct temperature by regulating temperature of ovens, broilers, grills, and roasters; Ensures freshness of food and ingredients by checking for quality, keeping track of old and new items and rotating stock; Turns or stirs foods to ensure even cooking; Seasons and cooks food to ensure even cooking; Bakes, roasts, broils and steams meats, fish, vegetables and other foods; Weighs, measures and mixes ingredients according to recipes or personal judgment, using various kitchen utensils and equipment; Portions, arranges and garnishes food; Observes and tests foods to determine if they have been cooked sufficiently, using methods such as tasting, smelling or piercing them with utensils; Substitutes for or assists other Cooks during emergency or rush periods; Consults with supervisory staff to plan menus, taking into consideration factors such as costs and special event needs; Keeps records and accounts; Coordinates and supervises work of kitchen staff; Estimates expected food consumption, requisition or purchase supplies, or procure food from storage; Plans and prices menu items; Performs other duties as assigned.

QUALIFICATION REQUIREMENTS:

Graduation from High School, General Education Development (GED), Advanced Development Institute (ADI), or Adult Basic Education. Three (3) years related work experience. Must have knowledge of basic standard weights and measures.

CONDITIONAL REQUIREMENTS:

This position is a Full-Time employment status. The regular work schedule will be Monday to Friday from 7:30am to 4:30pm for a total of 40 hours per week. This work schedule however is subject to change with or without notice based on the

CHCC is an equal opportunity employer. We consider all applicants for all positions without regard to race, color, religion, sex, disability, age, mental or veteran status, the presence of a non-job related medical condition or disability, or any legal protected status.

Employer's business requirement and/or by the demands of the employee's job; Every effort will be made to adhere to the employee's regular work schedule. This position is "**COVERED**" and is eligible to receive overtime compensation pursuant to the Fair Labor Standards Act (FLSA) of 1938 Federal Law.

Note(s):

- *Three-fourths 20 CFR 655, Subpart E: "Workers will be offered employment for a total number of work hours equal to at least three fourths of the workdays of the total period that begins with the first workday after the arrival of the worker at the place of employment or the advertised contractual first date of need, whichever is later, and ends on the expiration date specified in the work contract or in its extensions, if any."*
- *Employer-Provided Items 655.423(k): Requires Employer provide to the worker, without charge or deposit charge, all tools, supplies and equipment required to perform the duties assigned.*

OTHERS:

This position is paid on a bi-weekly basis (2-week period). CHCC adheres to all applicable deductions such as C.N.M.I. Tax, Federal Tax, Medicare and Social Security.

Note: Education and training claimed in Employment Application must be substantiated by diploma, certificate or license. Failure to provide complete application form or the required documents will result in automatic disqualification.

INTERESTED PERSONS SHOULD SEND THEIR CURRENT APPLICATION FORMS TO:

Office of Human Resources

Commonwealth Healthcare Corporation

1 Lower Navy Hill Road, Navy Hill, Saipan, MP, 96950

Operation Hours: Monday Through Friday 7:30 AM – 4:30 PM and CLOSED on weekends/holidays.

Employment Application Forms will be available 24/7 at the employer's hospital facility's Main Cashier Office (entrance/exit point for all)

E-mail: humanresources@dph.gov.mp

Direct Line: (670) 236-8205/8210/8729/8202

Trunk Line: (670) 234-8950 ext. 3580/3581/3583

Fax Line: (670) 236-8756