



# JOB VACANCY ANNOUNCEMENT

IT IS THE POLICY OF THE GOVERNMENT THAT QUALIFIED REPUBLIC OF PALAU CITIZENS ARE GIVEN FIRST PRIORITY FOR EMPLOYMENT CONSIDERATION; WITH UNITED STATES CITIZENS AND, SUBSEQUENTLY, THIRD COUNTRY NATIONALS UTILIZED IN POSITIONS FOR WHICH QUALIFIED REPUBLIC OF PALAU CITIZENS ARE NOT AVAILABLE.

**VA #: BPSS-2019-051R3**

**OPENING DATE: 08/14/2019**

**CLOSING DATE: 08/27/2019**

**POSITION TITLE:** FOOD HANDLER I-II

**SALARY:** GL-3/1-4/5, \$303.58- \$349.65 B/W

**LOCATION:** BUREAU OF HEALTH ADMINISTRATION & SUPPORT SERVICE  
MINISTRY OF HEALTH  
KOROR, PALAU

**SOURCE OF FUND:** LOCAL

**DUTIES AND RESPONSIBILITIES:**

- Assist dietary cooks in the preparation of meals daily (vegetables, meat, baking bread, pastry and desserts).
- Assist kitchen manager in ordering of food supplies, stocking food supplies in cooler, freezer, dry storage room.
- Present food on plates in an appealing manner and according to portion sizes, and dish according to patient diet sheet. Deliver meals accordingly to each hospital ward.
- Assist with preparations.
- Effectively cleans storage area, walk-in (chiller & freezer), all cooking areas and equipment before and after meal preparation daily.
- Be able to clean cooking areas and equipment's before and after meal preparation daily.
- Assist in ensuring a high level of health and safety, cleanliness and food hygiene and to ensure that safe working practices are followed. To report any problems to the dietary cook supervisor cook.
- Practices acceptable personal hygiene habits, and complies with all FS P&P's.
- Successfully balances the cash register.
- Provides daily report to finance office daily.
- Demonstrates good customer service and communication skills.
- Seeks opportunities for on the job learning and development
- Maintain a food handler's license.

**MINIMUM QUALIFICATIONS AND OTHER REQUIREMENTS:**

Elementary with some high school with at least one (1) year of work related experience.