



—PACIFIC—
SPECIALIST HEALTHCARE

107 Foster Road, Walubay, Suva, Fiji

Phone: 3310 022 **Fax:** 3310376 **Email:** info@psh.com.fj **Web:** www.psh.com.fj

JOB TITLE: CHEF

JOB SUMMARY: The Chef will work well with diverse menus and the varied needs of patients. Adept at working with nutritionists and doctors preparing standard menus for all patients and delivering meals on time according to hospital deadlines.

OPERATIONAL RESPONSIBILITIES:

- Required to prepare all meal and special requests from Manager Nursing and Director’s Office to cater for the company and company staff’s meal needs
- Look through each patients’ diet plan, and determine what ingredients will be required
- Assist the hospital management in creating recipes, along with help from doctors and other healthcare professionals
- Cook nutritious meals, according to standardized protocols, ensuring that cleanliness is given the highest priority
- Perform portioning activities on trays or platters, by following set instructions, on a per patient basis
- Ascertain that patients’ meals are delivered to them promptly so that they can take their medicines on time
- Oversee the cleanliness and sanitization of kitchen areas, such as counters, floors, and walls
- Perform predictive, preventative, and regular maintenance on kitchen appliances such as stoves, ovens, grills, fridges, and freezers
- Ascertain that food rotation activities are timely performed, so that food spoilage is kept in check
- Assist in creating and preparing meals for patients with special needs
- Responsible for analyzing nutritional needs of patients and developing a standard weekly menu
- Assist in compiling weekly menu for patients with special requests and new patients
- Order supplies and keep records and accounts
- Promote the mission, vision, and values of the organization

The above list of duties is not exhaustive and may be subject to change as deemed necessary.

	Essential	Desirable
Qualifications	Certificate in Cookery/Restaurant Services/Culinary Arts	Diploma in Cookery/Restaurant Services/Culinary Arts
Experience	3 years	5 years
Knowledge/Skills	Observe all infection control policies for proper food handling, storage, hand washing, glove wearing, uniform and grooming. Work as team player to meet goals and department demands. Excellent knowledge of HACCP guidelines and hygiene practice	Baking, Baking Techniques, Consistency, Cooking, Culinary Expertise, Food Preparation, Grilling, Ingredient Selection, Knife Control, Knife Cuts, Knife Skills, Pastry, Presentation
Qualities/Attributes	<ul style="list-style-type: none">• An understanding, acceptance and adherence to the need for strict confidentiality• A demonstrable commitment to professional development• Ability to use own judgement, resourcefulness and common sense	



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	<ul style="list-style-type: none">• Ability to listen and empathise• Good time management• Confident, reliable and self-reliant• Positive attitude to change and a pro-active approach but also pragmatic and realistic• Ability to work as part of an integrated multi-skilled team• Adaptable, innovative, forward looking• Honest, caring and sympathetic• Methodical and organised
Salary	An attractive remuneration package will be offered
Closing Date of Application: 24 th October, 2021	

APPLICATION DETAILS

ALL APPLICATIONS ARE TO INCLUDE:

1. A covering letter of application addressing each of the criterion of the person specifications above, evidencing how your qualifications and experience meet the criteria.
2. A detailed CV and certified copies of all academic transcripts, three referees, with full contact details, including telephone numbers and e-mail addresses. Candidate should state their relationship with each referee (e.g., line manager, former postgraduate supervisor etc.)
3. All applications must be sent via email on hrteampsh@gmail.com

HR Team can also be contacted on (679) 7071-087, (679) 9443-264 for any queries.

Please note that only shortlisted candidates will be contacted. If you have not been contacted by Pacific Specialist Healthcare Pte. Ltd. (PSH), then your application has not been successful.