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**JOB TITLE :** General Worker/Cook  
**JOB GRADE :** KRL07  
**DEPARTMENT:** Administration

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### **JOB PURPOSE**

The General Worker/Cook Shall be responsible for preparation of meals for Kabundi Resources Limited employees. This will involve all aspects of food preparation and production in an environment that meets sanitation guidelines.

### **KEY RESULT AREAS AND PRINCIPAL ACCOUNTABILITIES**

1. Clean up worksite and offices.
2. Any other duties as may be assigned by supervisors.
3. Report issues with equipment or unsafe conditions
4. Preparation of food that meets the satisfaction of the employees.
5. participate in the preparation and cooking and serving of main meals, etc. in accordance with specified menus.
6. Check quantity and quality of stock received and notify suppliers of deficiencies.
7. Oversee washing and cleaning of floors, cookery, utensils, work surfaces and other kitchens equipment to ensure that the necessary hygiene and health and safety standards are maintained in the kitchen and dining room as appropriate.
8. Ensure that the appropriate clothing, including head wear, is always worn in accordance with the mine's guidelines.

### **REPORTING RELATIONSHIPS**

- a) Reports to:**  
Administration Officer
- b) Other Jobs Reporting to (a) above**  
None
- c) Number and level of immediate subordinates:**  
None

### **ESSENTIAL/DESIRABLE QUALIFICATIONS/EXPERIENCE**

**a) Professional Qualifications :**

- Grade 12 Certificate
- Professional Cookery Courses
- Food Handler certificate
- Silicosis Certificate

**c) Minimum Relevant Pre-Job Experience:**

- Must have at least 2 years of experience as a cook
- Ability to communicate effectively.

**c) Skill Specifications:**

- Good interpersonal skills
- Good communication skills

**d) Other Attributes (Personality Traits)**

- Attention to details,
- Honest and reliable with high moral strength
- A high degree of integrity
- Ability to work with minimum supervision.

