



EMPLOYMENT OPPORTUNITIES

Bank of Zambia, an equal opportunity employer invites applications from suitably qualified Zambians to apply for the following vacant position:

GUEST HOUSE COOK (RO - 1 POST)

GRADE: BOZC2

Job Purpose

To plan, prepare and serve meals to guests and to ensure that high standards of hygiene are maintained.

Main Accountabilities

- Record and sign for stock issued to ensure accountability;
- Plan and recommend menus to supervisor for purchase of raw material;
- Prepare and serve meals and Beverages to guests according to the menu;
- Ensure high standards of hygiene in the kitchen and other areas of operation
- Provide porter services to guests so as to maintain good customer relations;
- Report any kitchen machinery not working to expectation so as to ensure that all repairs are done in good time and running smoothly;
- Portion control to avoid food wastage;
- Present Bills to guests and collect revenue;

Qualifications and Experience

- Diploma in catering of Food and Beverage with a minimum of 1 year work experience as a cook in a reputable Institution/Hotel.
- Grade 12 School Certificate with five (5) 'O' Levels (Credit or better)

Key Knowledge and Attributes

- Innovative
- Detail oriented
- Good Interpersonal and Communication Skill
- Ability to maintain and update stock cards
- Basic Computer knowledge an added advantage

CONDITIONS OF SERVICE

Bank of Zambia Conditions of Service will apply. Please note that the positions are on Fixed Term Contract of Employment for three (3) years and renewable subject to good performance.

Only candidates who meet the above role specifications should apply enclosing their detailed curriculum vitae and certified photocopies of certificates to the undersigned not later than Monday 15th October 2018. For more information, visit: www.boz.zm.

Women are encouraged to apply. Only shortlisted candidates will be contacted.

Director – Human Resources

Bank of Zambia

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