

Cook - Convent Dar Ġesu` Nazzarenu

Job Description

JOB TITLE: Cook- Dar Ġesu` Nazzarenu (Zejtun)
EMPLOYMENT BASIS Part-time - 12 hrs (Mornings)
DIVISION: Convent
Mother Superior

REPORTS TO:

ROLE PROFILE The role is concerned with food preparation for the residents within the convent whilst maintaining the efficient and economic provision of food within the allowed budget and keep the cleanliness and hygiene in line with the Environmental Health Officer regulations.

TERMS OF EMPLOYMENT The post is on part-time basis and is subject to four months probationary period. The person appointed is subject to the rules and regulations of Fondazzjoni Sebh and the Archdiocese of Malta.

This role is open to weekdays, weekends and public holidays.

KEY RESPONSIBILITIES

General duties

- Prepare and serve hot and cold meals as and when required.
- Adhere to the Health and Safety Standards at all times.
- Provides for special dietary requirements as necessary.
- Clearing up and cleaning items used before, during and after meals.

Administrative duties:

- Adhere to the manual of policies and procedure of Fondazzjoni Sebh and any other policies of the convent and of the Archdiocese of Malta.
- Carry out other administrative tasks as required.

Health and Safety:

- Ensure that all equipment is clean and stored appropriately.
- Immediately report any accident incurred or any illness of an infectious nature so that action is taken in a timely manner.

- Understand and implement and health and safety procedures
- Report any faulty or damaged kitchen equipment which may pose risks or hazards to others.
- Promote safe working practice.

Communication

- Liaise with the Mother Superior when planning the menus as to ensure that it provides a balanced and nutritious diet to the residents.
- Maintain good communication with the residents of the convent.

MINIMUM REQUIREMENTS

Qualifications

- Basic Food/Hygiene Certificate
- Good communication skills
- Team player
- Ability to work on own initiative

Experience

- Previous experience in the area is considered an asset.

HOW TO APPLY

Please send a written statement detailing how your skills match the requirements listed in this job description and quoting Ref FS/2025/15, together with your CV, police conduct and the contact details for 2 Referees to:

Elmer Stanmore
Central Office Support Services
Fondazzjoni Sebh
Email: info@sebh.mt

The Job Description will be reviewed on a regular basis and may be amended by Senior Management of Fondazzjoni Sebh to reflect the needs of the service. This Job Description should be read in conjunction with the contract of service.

Fondazzjoni Sebh's talent acquisition procedures reflect our commitment to protecting children and vulnerable adults from abuse and exploitation. To this aim we follow the policy and practice guidelines issued by the Archdiocese of Malta and the Safeguarding Commission and any applicable legislation.