



Office of the Chief

Pohnpei State Government

Division of Personnel, Labor & Manpower Development

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EA: PN-109-20

Opening Date: 6/29/2020

Closing Date: 7/13/2020

Examination Announcement

It is the policy of the Pohnpei State Government that employment consideration shall be based on qualifications, regardless of sex, age, religion, political affiliation, ancestry and family. Preference shall be first given to a qualified legal resident of Pohnpei and second preference to other citizens of the Federated States of Micronesia or for other countries for which no qualified legal residents of Pohnpei are available.

Position & Salary: Cook II

PL 5/1

\$216.32 + Cola

This is the minimum salary rate at step one of the grade. Higher steps not to exceed steps four (4) may be authorized in cases of hard to fill positions, where it is appropriate to the qualification of the appointee.

**Location: Dept. of Education/Nett ECE
Pohnpei State Government**

Examples of duties and responsibilities:

Assists the operation of large kitchen. Assists the work which involves the preparation of a variety of dishes such as meat, fish, poultry, vegetables, soups, sauces, gravies, dressings and garnishes, salads and desserts. Assists in plans, assigns and evaluates the work of cooks and kitchen helpers. Assists in estimates food quantities to be cooked for a designated number of persons. Assists in prepares menus and revises them as necessary. Orders, receives and stores food stuffs and supplies and make sure that an adequate supply is on hand at all times. Assists in supervises the serving of meals. Assists in supervises the serving of meals. Assists in supervises the cleaning and maintenance of the kitchen, storage and dining areas and all equipment and appliances. Assists in makes work schedules for all kitchen personnel. Keeps records and makes reports. Performs other work as assigned.

Minimum Qualification & Experience:

Graduation from High School plus two (2) years of cooking experience with valid health certificate.

SECURE APPLICATION FORMS FROM AND RETURN TO DIVISION OF PERSONNEL,
LABOR AND MANPOWER DEVELOPMENT, DEPARTMENT OF TREASURY AND
ADMINISTRATION, POHNPEI STATE GOVERNMENT, KOLONIA POHNPEI, FM 96941