

<b>Incumbent Name:</b>		<b>Emp No:</b>	N/A
<b>Job Title:</b>	Kitchen Hand	<b>Position Type:</b>	3-year contract
<b>Department:</b>	Corporate	<b>Salary scale:</b>	<b>Salary Band 1: \$8,102 to \$12,154</b>
<b>Location:</b>	Suva	<b>Region</b>	Central Eastern
<b>Directly Reporting To:</b>	Manager Corporate & Finance	<b># of Reports:</b>	N/A

### Organization Summary

The Fijian Competition and Consumer Commission ('FCCC') is an independent statutory body established under Section 7 of the Fijian Competition and Consumer Commission Act 2010 (FCCCA2010) that promotes effective competition and informed markets, encourages fair trading, and protects consumers and businesses from restrictive practices, controls prices of regulated industries and other markets where competition is lessened or limited.

### Purpose of the Role

The position of Kitchen Hand will be responsible to maintain hygiene of office operations, maintaining supplies and equipment, providing catering support to the sub- committee meetings, board meetings, CEO's meetings, department meetings and also carry out the general cleaning of the office.

### Key Result Areas (KRA's)

Hygiene of Office is maintained at 100% at all times.

### Key Accountabilities

- Ensure Entire office is cleaned and vacuumed daily.
- Ensure the washroom is cleaned.
- Ensure Kitchen is cleaned.
- Ensure catering services are provided in a timely manner for meetings and events.
- Ensure the stocks for Tea, Cleaning and other materials are update at all times.
- Any other duties assigned by Management

### Qualification/ Knowledge and Experience

- Good working experience of hospitality services.
- Good communication and time management skills

<b>Risk and Compliance</b>		
Health and Safety/Hygiene		
<b>Key Challengers / Success Factors</b>		
N/A		
<b>Internal / External Relationships</b>		
<i>Internal:</i> <ul style="list-style-type: none"> <li>• CEO and the Board Members</li> <li>• All Managers including Regional Managers and Coordinator Operations</li> <li>• All Stakeholders</li> </ul> <i>External:</i> <ul style="list-style-type: none"> <li>• Suppliers</li> </ul>		
<b>Authority Level</b>		
<b>Financial Authority Level</b>		
The incumbent will be responsible for ensuring that activities undertaken by him/her are well within the budgetary allocation for such items and FCCC's financial regulation.		
<b>Proviso</b>		
The Job Description and KRA's in this contract with a view that upon review at any time within the contractual period engaged with FCCCC, it can be altered, changed or extended with added responsibilities. Any such proposed changes will be in consultation with the concerned staff, CEO and Human Resources Department.		
<b>APPROVAL and ENDORSEMENT</b>		
	<b>Date:</b>	<b>Signature:</b>
	<b>Date:</b>	<b>Signature:</b>

*Note: This job description may be reviewed annually and updated as often as necessary.*