



Commonwealth Healthcare Corporation

Commonwealth of the Northern Mariana Islands

1178 Hinemlu' St. Garapan, Saipan, MP 96950



HUMAN RESOURCES

EXAMINATION ANNOUNCEMENT NO. 25-140

POSITION:	Prep Cook	OPENING DATE:	<u>09/15/2025</u>
NO. OF VACANCIES:	1	CLOSING DATE:	<u>09/26/2025</u>
SALARY:	\$19,866.08 – \$22,998.56 P/A		
PAY LEVEL:	02/01 – 02/04		
LOCATION:	<i>The salary given will be determined by the qualifications of the appointee.</i> Dietary, Commonwealth Healthcare Corporation, Saipan		

NATURE OF WORK

A direct report to the Food Services Operations Supervisor and under the general management of the Food Services Operations Manager, this position is located in the Dietary Unit, assisting with the preparation of food in the kitchen of the Commonwealth Healthcare Corporation (CHCC).

DUTIES:

Food Preparation:

- Prepares a variety of foods, such as meats, vegetables, or desserts, according to dietary requirements or supervisors instructions following approved procedures.
- Washes, peels, and cuts various foods, such as fruits and vegetables, or prepare for cooking or serving.
- Mixes ingredients for greens salads, molded fruit salads, and pasta salads. Make special dressings and sauces, such as condiments for sandwiches.
- Weighs or measures ingredients.
- Cleans fowl, fish, poultry, and shellfish to prepare for cooking or serving.
- Cuts, slices or grinds meat, poultry, and seafood to prepare for cooking.
- Prepare and serve a variety of beverages, such as coffee and tea.
- Portions and wraps the food, or place it directly on plates for service to patrons.
- Assists cooks and kitchen staff with various tasks.
- Stores food in designated containers and storage area to prevent spoilage.

Cleaning and Maintaining:

- Maintains a clean kitchen and work environment; follows cleaning schedule.
- Cleans and sanitizes work areas, equipment, utensils, dishes, or silverware.
- Remove trash and clean kitchen garbage containers.
- Stock cupboards and refrigerators.
- Take and record the temperature of food and food storage areas, such as refrigerators and freezers.
- Informs supervisors when equipment is not in working condition and when food and supplies are low.
- Replenishes cutlery, napkins, food, and other items to trays on food lines for patients of hospital and cafeteria patrons.
- Receives and stores food supplies, equipment, and utensils in refrigerators, cupboards, and other storage areas.
- Carries food supplies, equipment, and utensils to and from storage and work areas.

Patient Care:

- Assembles meal trays with foods in accordance with patient diets.
- Deliver food trays and snacks to nursing units or directly to patients.
- Assist with setting up the tray so patients can reach their food.

CHCC is an equal opportunity employer. We consider all applicants for all positions without regard to race, color, religion, sex, disability, age, mental or veteran status, the presence of a non-job-related medical condition or disability, or any legal protected status.

- Delivers and retrieves carts to and from hospital wards.
- Perform other related duties as assigned.

QUALIFICATION REQUIREMENTS:

Education: High School Diploma, General Equivalency Diploma (GED), Adult Basic Education (ABE), Advance Development Institute (ADI) or equivalent.

Experience: Two (2) years' experience as a Preparation Cook.

License/Certification: Food Handlers Certificate, CPR certified required.

KNOWLEDGE/ SKILLS/WORK STYLES:

- Customer and Personal Service — Knowledge of principles and processes for providing customer and personal services. This includes customer needs assessment, meeting quality standards for services, and evaluation of customer satisfaction.
- English Language — Knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar.
- Public Safety and Security – Knowledge of relevant equipment, policies, procedures, and strategies to promote effective local, state or national security operations for the protection of people, data, property and institutions.
- Active Listening - Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.
- Instructing - Teaching others how to do something.
- Coordination – adjusting actions in relation to others' actions
- Critical Thinking - using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.
- Judgment and Decision Making --Considering the relative costs and benefits of potential actions to choose the most appropriate one.
- Time Management — Managing one's own time and the time of others.
- Oral Comprehension — The ability to listen to and understand information and ideas presented through spoken words and sentences.
- Oral expression - the ability to communicate information and ideas in speaking so others will understand.

CONDITIONAL REQUIREMENTS:

Employment is contingent upon successful clearing of pre-employment health screening and drug screening in accordance with CHCC policy.

OTHERS:

This position is a Full-Time employment status and requires at least 40 hours per week. This position is “**Non-Exempt**” or is eligible to receive overtime compensation pursuant to the Fair Labor Standards Act (FLSA) of 1938 Federal Law. Regular operating hours of the Commonwealth Healthcare Corporation will be Monday to Friday from 7:30am to 4:30pm. This work schedule however is subject to change with or without notice based on the Employer’s business requirement and/or by the demands of the employee’s job. This position is paid on a bi-weekly basis (2-week period). CHCC adheres to all applicable deductions such as C.N.M.I. Tax, Federal Tax, Medicare and Social Security.

Note(s):

- *Three-fourths 20 CFR 655, Subpart E: “Workers will be offered employment for a total number of work hours equal to at least three fourths of the workdays of the total period that begins with the first workday after the arrival of the worker at the place of employment or the advertised contractual first date of need, whichever is later, and ends on the expiration date specified in the work contract or in its extensions, if any.”*
- *Employer-Provided Items 655.423(k): Requires Employer provide to the worker, without charge or deposit charge, all tools, supplies and equipment required to perform the duties assigned.*

INTERESTED PERSONS SHOULD SEND THEIR CURRENT APPLICATION FORMS TO:

Office of Human Resources

Commonwealth Healthcare Corporation

1178 Hinemlu' St., Garapan, Saipan, MP, 96950

Operation Hours: Monday Through Friday 7:30 AM – 4:30 PM and CLOSED on weekends/holidays.

Employment Application Forms will be available 24/7 at the employer's hospital facility's Main Cashier Office (entrance/exit point for all)

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E-mail: apply@chcc.health

Direct Line: (670) 234-8951 ext. 3444/3410/3427/3583/3584

Trunk Line: (670) 234-8950

Fax Line: (670) 233-8756

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Note: Education and training claimed in Employment Application must be substantiated by diploma, certificate or license. Failure to provide complete application form or the required documents will result in automatic disqualification.