



Commonwealth Healthcare Corporation

Commonwealth of the Northern Mariana Islands
1178 Hinemlu' St. Garapan, Saipan, MP 96950



HUMAN RESOURCES

EXAMINATION ANNOUNCEMENT NO 22-189

POSITION: **COOK** OPENING DATE: **11/16/2022**

NO. OF VACANCIES: **1** CLOSING DATE: **12/01/2022**

SALARY: **\$26,626.08 P/A**

PAY GRADE: **04/01**

LOCATION: Dietary Unit, Commonwealth Health Center
Commonwealth Healthcare Corporation, Saipan

NATURE OF WORK:

A direct report to the Kitchen Supervisor and Head Chef and under the general management of the Food Services Manager, this position is located in the Dietary unit, working mostly in the kitchen of the Commonwealth Healthcare Center.

DUTIES AND RESPONSIBILITIES:

FOOD PREP:

- Monitor and record food temperatures to ensure food safety.
- Cook food according to menus, special dietary or nutritional restrictions, or numbers of portions to be served.
- Prepares a variety of foods, such as meats, vegetables, or desserts, according to dietary requirements or supervisors' instructions, following approved procedures.
- Rotate and store food supplies.
- Clean, cut, and cook meat, fish and poultry.
- Bake breads, rolls, or other pastries.
- Plan menus that are varied, nutritionally balanced, and appetizing, taking advantage of foods that are in season and local availability, keeping in mind food cost.
- Determine meal prices, based on calculations of ingredient prices.
- Washes, peels, and cuts various foods, such as fruits and vegetables, to prepare for cooking or serving.
- Weighs or measures ingredients.
- Stores food in designated containers and storage areas to prevent spoilage.

LEADERSHIP:

- Train new employees.
- Direct activities of one or more workers who assist in preparing and serving meals.
- Requisition food supplies, kitchen equipment, and appliances, based on estimates of future needs.

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.

CLEANING & MAINTAINING:

- Take inventory of supplies and equipment.
- 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 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:

- Apportion and serve food for patients.
- Deliver food trays and snacks to nursing units or directly to patients.
- Assist with setting up the tray so patients can reach their foods.
- Delivers and retrieves carts to and from hospital wards.

OTHER TASKS AS ASSIGNED

QUALIFICATION REQUIREMENTS:

Education: Any combination equivalent to an Associates degree in culinary arts or related field.

Experience: Three (3) years of experience as a Cook.

Licensure: Must have Food Handlers Certification. Must be CPR certified.

CONDITIONAL REQUIREMENTS:

Employment is contingent upon successful clearing of pre-employment health screening (Covid-19 vaccine required) 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 “**Covered**”, 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, however facility hours are 24 hours / 7 day per week. The **Cook** position will be required to work a fixed work schedule; incumbent may opt to have a Compressed Work Schedule enabling full-time employees to complete basic 80-hour bi-weekly work requirement in less than 10 days. 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*

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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

1 Lower Navy Hill Road, Navy Hill, 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)

E-mail: apply@chcc.health

Direct Line: (670) 236-8205/8210/8729/8202

Trunk Line: (670) 234-8950 ext. 3580/3581/3583

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.*