



Southern Regional Health Authority



Compassion | Accountability | Respect | Efficiency
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The Southern Regional Health Authority (SRHA), a Statutory Body under the Ministry of Health & Wellness responsible for the management and operation of Public Health Services within the Parishes of Clarendon, Manchester and St. Elizabeth, invites applications from suitably qualified persons for the following position in **MAY PEN HOSPITAL**:

ASSISTANT COOK (HSC/HS 3)-VACANT

(Salary range \$1,332,574 – \$1,584,011 annum and any allowance(s) attached to the post)

Job Summary

Under the general supervision of the Head Cook, the incumbent will perform various routine manual work in a supportive role to kitchen staffs in the preparation of meals and ingredients and cleaning tasks to ensure the kitchen remains efficient in creating and delivering meals.

Qualifications & Experience:

- Completion of secondary education
- At least 2 CSEC subjects
- HEART/NSTA Level 2 certificate in Food Preparation
- Participation in In-Service Training Programme

Required Knowledge, Skills and Competencies:

- Ability to communicate effectively both orally and in written format.
- Good interpersonal relations skills
- Good customer service skills
- Sound integrity, ethics in performance of duties
- Knowledge of the Performance Management Appraisal System
- Knowledge of the Data Protection Act
- Hygiene requirement for food preparation areas
- General food safety and temperature guidelines

Key Responsibilities will include:

- Assists Head Cook with food preparation such as washing, chopping and sorting ingredients like fruits, vegetables and meats; and peeling provisions.
- Adheres to all relevant nutrition and sanitary regulations and standards
- Places food on serving counter or meal assembly line during meal hours.
- Receives, checks and keeps inventory of kitchen equipment.
- Washes cooking utensils and cookware etc.
- Sweeps, mops and cleans kitchen including stoves, cupboard, and counter tops.
- Performs other related duties as assigned by the supervisor within the scope of training.

Special Conditions Associated with the job:

- Must possess a valid food handler permit
- Normal hospital environment working in a Dietary Department
- Required to work on a shift basis; maybe required to work overtime
- Excessive standing and high temperature environment associated with regular duties

Applications along with resume should be sent no later than **Friday, October 09, 2026** to:

Senior Human Resource Officer
May Pen Hospital
Muirhead Avenue, Clarendon, Jamaica
E-Mail – jobs.mphhr@gmail.com

****IMPORTANT NOTE: WE WILL ONLY ACCEPT APPLICATIONS VIA EMAIL****

****PLEASE INDICATE IN THE "SUBJECT LINE" THE NAME OF THE POSITION TO WHICH YOU ARE APPLYING****

NB. ONLY SHORTLISTED APPLICANTS WILL BE ACKNOWLEDGED