**JOB DESCRIPTION**

**Date revised: 10 November 20**

**Establishment/Unit: British Forces Brunei (BFB)**

**Branch/Department:** **GQMS / Sittang Camp**

**Location: Sittang Camp**

**Post Title: Casual Kitchenhand**

**Grade: Band 9**

**Responsible to: Sittang Camp Manager**

**First Reporting Officer: Sittang Camp Manager**

**Second Reporting Officer: Garrison Quarter Master Sergeant (GQMS)**

**Mandatory background checks: Security vetting and two references from suitably qualified referees**

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British Forces Brunei (BFB) is fully committed to the promotion of equality throughout its operation and takes very seriously its responsibilities to protect and safeguard. It is our expectation that all staff and volunteers share this commitment. The successful candidates will be required to undertake security vetting for all the countries they have resided in over the previous 5 year period. Anyone engaged in a regulated role will also have a Children and Adults Barred List search conducted on them. All required references will be followed up on.

1. **GENERAL:**

To support food preparation as and when required during exercise or quarantine periods within Sittang Camp kitchen by maintaining the cleanliness of kitchen equipment, utensils and premises to a high standard as required by the Food Safety (General) Regulations 1995.

1. **MAIN DUTIES:**
2. General cleaning, sweeping, mopping, carrying and polishing duties in and around the kitchen and dining room areas.
3. General cleaning duties in all rooms pertaining to the catering operation. To include the butchery department, vegetable preparation room, ration stores, staff rooms and offices.
4. General cleaning of all walls and windows in the kitchen and dining room.
5. Washing and drying of pots, pans and kitchen utensils.
6. Operating a plate wash machine for cleaning all crockery and cutlery.
7. Moving furniture, equipment and supplies in and around the kitchen and dining room.
8. Cleaning of all tables, table coverings and chairs in the kitchen and dining room
9. Assist with food preparation.
10. Remove swill and rubbish from the kitchen area.
11. Wear issued protective clothing and keep it in a clean and hygienic condition.
12. Ensure all tasks are carried out in conjunction with Food Hygiene Regulations (JSP 456) and Health and Safety Regulations (JSP 375 Vol. 2).
13. Attend induction and refresher training as and when required
14. **OTHER DUTIES:**
15. Any other tasks as directed by Line Manager.
16. **DRIVING OF DUTY VEHICLES**
17. The Job Holder is not required to drive duty vehicles.
18. The Job Holder may occasionally operate Manual Handling Equipment (MHE) and hold the necessary qualification(s).
19. **SHIFT WORK/ROTATING SHIFT WORK**
20. Regular shift work or rotating shift work is a feature of this post.

**6. WEEKEND WORK AND/OR PUBLIC HOLIDAYS**

a. Regular work on any day of the week and/or Public Holidays is a feature of this post.

**7. ON-CALL DUTIES**

This post does not require on-call duties to be carried out.

**8. MEDICAL**

A medical examination is required for this post and a medical certificate needs to be shared prior to the commencement of any employment. Also, medical examinations may be required in accordance with Health and Safety and Fit to Work provisions or other relevant BFB policies.

**9. REQUIRED PROFESSIONAL QUALIFICATIONS/EXPERIENCE**

a. Essential: Good communication skills and working as part of a team.

1. Desirable:
2. Understanding British Military terminology
3. May be required to handle non-Halal foods and utensils that have been used in the preparation of non-Halal food.

**10. COMPETENCIES**

a. Working together

b. Communicating and influencing

c. Managing customers and suppliers

d. Improvement and change.

**11. HEALTH AND SAFETY AT WORK**

The wearing of Personal Protective Equipment (PPE) is compulsory for this post. PPE will be issued as appropriate.

**12. REDEPLOYMENT WITHIN THE GARRISON**

The Job Holder may be redeployed to any unit/department within BFB.

13. CONFIDENTIALITY AGREEMENT

All successful candidates will be required to sign the LEC Security Declaration upon engagement.

14. TRAVEL EXPENSES

The Job Holder is not entitled to payments for miles driven to and from place of work to residence. If the employee is required to perform his/her duties outside the area he/she will be entitled to travel claims in accordance with the Regulations for Locally Employed Civilians once prior approval has been granted.

15. ORGANISATION

The Job Holder’s position in the organisation is shown below, but may change due to reorganisation or a redeployment and addition to staff at any time without any notice.

**GQMS**

**Camp Manager**

**Kitchen Hand: Band 9**

**Hours of Work: As and when required (42 Hours per week max.)**