



BENGUET STATE UNIVERSITY

HUMAN RESOURCE MANAGEMENT OFFICE

COOK I

STATUS: PLANTILLA

**MONTHLY RATE:
PHP 16,486/MONTH**

PLANTILLA ITEM NO.: BSUB-COK1-3-2025

Minimum Qualification Standards:



EDUCATION (Graduate of:)

Elementary School Graduate



EXPERIENCE:

None required



TRAINING:

None required



ELIGIBILITY:

None required



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DUTIES AND RESPONSIBILITIES

90%

- Prepares simple dishes and side items under the supervision of the Cook II.
- Assists Cook II in the preparation and plating of various healthy dishes.
- Performs preliminary tasks such as washing, cutting, and portioning ingredients.
- Helps in setting up serving counters and replenishing food during service hours, ensuring that food is cooked properly, attractive, and nutritious, and maintains proper food temperatures, labeling, and storage.
- Safely cleans kitchen utensil, equipment, and work areas after use and ensures proper waste disposal, adhering to food safety standards and regulations.
- Assists in the stocking and setting of kitchen equipment, requisition, and inventory of supplies.
- Address basic inquiries professionally and escalate concerns to the Food Service Supervisor.



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DUTIES AND RESPONSIBILITIES

- Participate in relevant trainings and workshops to stay updated on policies and guidelines in food services, as well as wellness activities.
- Ensure timely and accurate submission of routine administrative and reportorial requirements, including but not limited to Daily Time Records (DTRs) and accomplishment reports.

10%

- Perform other related duties as assigned to support the Income Generating Project of the campus.
- Attend university programs and other activities as necessary.



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EQUAL EMPLOYMENT OPPORTUNITY PRINCIPLE

- ALL QUALIFIED APPLICANTS WILL RECEIVE EQUAL CONSIDERATION FOR EMPLOYMENT AND ADMISSIONS WITHOUT REGARD TO COLOR, RELIGION, SEX, GENDER IDENTITY OR EXPRESSIONS, ETHNICITY, AGE, PHYSICAL CONDITIONS, AND ANY OTHER CHARACTERISTICS PROTECTED BY THE LAW**

DATA PRIVACY NOTICE

- YOUR PERSONAL DATA SHALL BE PROCESSED IN ORDER TO INITIATE THE APPLICATION PROCESS. WHEN YOU ARE NOT HIRED, YOUR PERSONAL DATA SHALL BE REMOVED FROM THE RECORDS OF THE UNIVERSITY AND ALL DOCUMENTS RETURNED TO YOU AS PROVIDED FOR BY THE UNIVERSITY'S MERIT SELECTION PLAN. THESE MAY BE RETAINED FOR FUTURE SELECTION PROCESSES ONLY UPON YOUR WRITTEN CONSENT**



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CHECKLIST OF APPLICATION REQUIREMENTS

1. APPLICATION LETTER ADDRESSED TO THE UNIVERSITY PRESIDENT, KENNETH ALIP LARUAN(SPECIFYING THE POSITION APPLIED FOR AND ITS ITEM NUMBER IF APPLICABLE, AND DATE OF PUBLICATION)
2. FULLY ACCOMPLISHED PERSONAL DATA SHEET (PDS), INCLUDING THE WORK EXPERIENCE SHEET (CS FORM NO. 212 ATTACHMENT FORM) WITH RECENT PASSPORT-SIZED PICTURE WITH NAME AND SIGNATURE (CS FORM NO. 212, SERIES OF 2017) WHICH CAN BE DOWNLOADED AT WWW.CSC.GOV.PH
3. PHOTOCOPY OF OTR OR CERTIFICATION OF GRADES WITH THE TOTAL UNITS REQUIRED FOR THE DEGREE (BASIS IN THE DETERMINATION OF UNITS EARNED)
4. PHOTOCOPY OF EMPLOYMENT CERTIFICATE /SERVICE RECORD
5. PHOTOCOPY OF REQUIRED ELIGIBILITY OR PROFESSIONAL LICENSE
6. PHOTOCOPY OF TRAINING CERTIFICATES AFTER GRADUATION, WITHIN THE LAST FIVE (5) YEARS
7. CERTIFIED PHOTOCOPY OF PERFORMANCE EVALUATION RATING IN THE LAST RATING PERIOD (IF APPLICABLE)
8. PHOTOCOPY OF COMMENDATION OR AWARD CERTIFICATES

ADVISORY TO ALL APPLICANTS

KINDLY ARRANGE YOUR APPLICATION DOCUMENTS AS TO THE CHECKLIST LISTED

PLEASE PREPARE 1 SET OF PHOTOCOPIED APPLICATION DOCUMENTS

Please be advised that submitted/accepted documents with no/incomplete attachments of the required documents will not be considered for assessment. Only qualified applicants will be notified for interview.

The implementation of "NO DOCUMENTS, NO POINTS" policy is applied.

For information of all concerned.

