



ASCENSION ISLAND GOVERNMENT (AIG)

JOB DESCRIPTION

JOB TITLE: **Cook & Housekeeper - The Residency**

TEAM: The Residency

REPORTS TO: Head of the Administrator's Office (HoAO)

THIS ROLE REQUIRES AN ENHANCED CRIMINAL RECORDS CHECK

JOB PURPOSE:

Offer a high-quality service to the Administrator, guests and visitors at the Administrator's Residence (the Residency) by providing and maintaining a high standard of cooking and housekeeping; supporting official functions as required including catering and serving meals and drinks.

MAIN DUTIES:

- Plan, cook and serve meals, liaising with the Administrator or Administrator's partner as well as the gardener/groundskeeper to use fresh and home-grown garden ingredients as much as possible.
- Maintain the highest level of hygiene standards in the kitchen, especially when preparing food and cleaning after food preparation.
- Arrange the hire of and supervise temporary staff for events as required.
- Oversee and participate in the following functions.
 - Maintain inventories of household items, updating the Administrator and/or HoAO quarterly for replacing broken or worn items.
 - Regular cleaning including dusting/polishing furniture and vacuuming/mopping floors in all areas of the Residency (specific cleaning rota to be agreed with Administrator's partner).
 - Deep cleaning as required (at least twice per year) including washing of cupboards, shelving, walls, windows, and ensuring mould and pests under control.
 - Laundry, including ironing, as requested.
 - Cleaning brass and silver, including silver cutlery when necessary.
 - Setting tables (both formal and informal) for dinner parties or buffets.
 - Serving during evening functions.
 - Cater for and assist when official events are held at other locations.

- Identify the need for routine maintenance at the Residency, agree schedule of requirements with occupants and arrange for the work to be done by Residency staff or by the Operations Directorate as necessary.
- Arrange regular treatment for white ants (termites) & other insects.
- Prepare financial accounts related to the running of the Residency.
- Monitor stocks of food stuffs, drinks, cleaning materials and other Residency stores, compiling and requisitioning orders as necessary.
- Arrange collection/delivery of orders as necessary.
- Assist the Residency occupants in planning for the annual King's Birthday Party and Christmas Carol Service at The Residency, including, but not limited to, food, set up, and entertainment.

Events/Visits

- Prepare events meal budgets
- Set tables
- Prepare meals, setting and décor for events and official functions
- Provide waiting service at official functions
- Prepare beverages and serve / set up bar for official entertainment
- Tidy up after official functions and events

Ad hoc

- Ad hoc office support – e.g. crisis management, visits.
- Work evenings and weekends to deliver official functions or when official guests stay at the Residency (overtime will be paid).

RESPONSIBILITIES:

- Ensure compliance with Ascension's health and safety legislation and AIG's Health & Safety Policy and procedures.
- Maintain a high level of hygiene and cleanliness throughout The Residency with particular care in cleaning kitchen/food preparation and bathroom areas regularly.

PERSON SPECIFICATION: Knowledge, skills, experience and personal attributes

Essential

- Non-smoker – The Residency and its grounds are a no-smoking area.
- A high level of knowledge and experience with food safety and hygiene.
- Have good communication skills and a good command of the English language - both oral and written.
- At least 2 years' work experience in the hospitality industry.
- Maintain a customer focus approach.
- Willing to take initiative and to be flexible and proactive ("Can do" attitude).
- Able to effectively prioritise and have a proven ability to work under pressure with limited supervision to an agreed timescale.
- Able to work effectively and supportively with colleagues, both individually and in a team.
- Have good IT Skills – familiar with Microsoft Office (Word, Outlook, |Excel) and able to maintain The Residency's food and beverage accounts.
- Have a positive outlook.

- Keen attention to detail.
- Discreet to ensure that the privacy of the Residency occupants is maintained at all times.

Desirable

- Qualification in food safety and/or food hygiene
- Experience and interest in kitchen gardening
- Previous relevant working experience in the hospitality industry e.g. a restaurant, hotel, wedding venues, diplomatic residence or equivalent

Required Behaviours

Seeing the Big Picture, Managing a Quality Service, Delivering at Pace, Working Together

ADDITIONAL NOTE:

- The job holder must be prepared to sign a commitment to respect the confidentiality of the Administrator's personal life and Government business.

This Job Description indicates the main duties and responsibilities of the position. It is not intended as an exhaustive list.

The Ascension Island Government (AIG) reserves the right to amend this Job Description from time to time according to operational needs. Any changes will be discussed with you and confirmed in writing. Please note that you share with AIG the responsibility for making suggestions to alter the scope of your duties and improve the effectiveness of your post.