

**Post Name: Food Service Aid x6**

**District: Provincial Office – Kimberley**

**Service Point: Substance Abuse Centre**

**Reference: FSA/SATCENTRE/2018/19**

**Salary per Annum: R 90 234.00 per annum**

**Job Purpose**

* **To render assistance with food preparation and serving.**

**Requirements and competencies**

* A minimum of Grade 10 or ABET level 1-4.
* Knowledge of work procedures such as planning and organizing, equipment use, training, food preparation, etc.
* Must be physically fit to perform duties.
* Good interpersonal relations and communication skills
* Ability to work and function as part of a team
* Knowledge of occupational health and safety

**Major Job Functions**

* Provide assistance in Rendering preparation and serving of food/drinks.
* Hygienically preparation (i.e. wash, cut and cook) and serving of food.
* Prepare and serve tea, coffee and drinks.
* Supply water on dining tables.
* Keep kitchen, dining hall and food storage areas clean and tidy.
* Removal of all kitchen waste.
* Packing of supplies received in food storage areas.
* Wash and clean up after meals.
* Setting of tables in preparation for eating.
* Ensure only authorized personnel has access to the kitchen and consume meals.
* Ensure equipment are stored, serviced and report any defects or shortages.
* Apply a high standard of hygiene as well as safety measures in the work environment.
* Ensure utensils and crockery and equipment are accounted for at all time
* Report loss and damages to facilities, equipment and foodstuffs.

**Enquiries: Ms M Fani, Tel. (053) 874 9100**

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It is the Department’s intention to promote equity through the filling of posts, according to the set Employment Equity targets. To facilitate this process successfully, an indication of race, gender and disability status is required. **Applications must be submitted on form Z83**, obtainable from any Public Service department or on the internet at http://www.info.gov.za/documents/forms/employ.pdf and should be accompanied by a recently updated, comprehensive CV as well as certified copies of all qualification(s) [Matric certificate must also be attached] and ID-document and Driver’s licence [where applicable]. Non-RSA Citizens/Permanent Resident Permit Holders must attach a copy of his/her Permanent Residence Permit to his/her application. Should you be in possession of a foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). **No faxed or emailed applications will be considered.** **Failure to submit all the requested documents will result in the application not being considered**. **Correspondence will be limited to short listed candidates only.** If you have not been contacted within three (3) months after the closing date of this advertisement, please accept that your application was unsuccessful. Suitable candidates will be subjected to a personnel suitability check (criminal record check, citizenship verification, financial/asset record check, qualification/study verification and previous employment verification). Successful candidates will also be subjected to the security clearance processes. Where applicable, candidates will be subjected to a skills/knowledge test. Successful candidates will be appointed on a probationary period of twelve (12) months, should such a need be identified. **The Department reserves the right not to make appointment(s) to the advertised post(s).**

**All applications, quoting the relevant reference number, must be directed to:**

**Postal Service: Hand delivery to Registry:**

**Registry Latlhi Mabilo Complex**

**Department of Social Development Barkley Road**

**Private Bag X5042 Homestead**

**Kimberley Kimberley**

**8300 8301**

**Attention: Ms.R. Leburu**

Publication Date: 16 February 2018

Closing date: 28 February 2018