



## **TURNEFFE ATOLL SUSTAINABILITY ASSOCIATION**

### **POST DESCRIPTION**

<https://form.jotform.com/241216301995858>

**JOB TITLE:** CHIEF COOK

**ORGANIZATIONAL UNIT:** FINANCE AND ADMIN PROGRAM

**REPORTS TO:** FINANCE (OPERATIONS) DIRECTOR

**PREPARED:** MAY 2026

**Minimum Qualification & Experience:**

- High School Diploma
- Possessing a certificate or formal training in Food Preparation, or a related field is an asset.
- Proven experience as a Cook or in a similar food preparation role.
- Knowledge of food safety standards and sanitation regulations.
- Basic understanding of security procedures is an asset.

**Reporting:**

The Cook will report to the Finance Director in communication with the Chief for the base to which they are assigned.

**Responsibilities:**

The Cook will be responsible for preparing meals, duties include planning (menus for all bases) and cooking daily meals, maintaining cleanliness in the kitchen, managing food supplies, and assisting officers as needed in support of conservation activities.

Meal preparations will be in keeping with schedules of each program needs and requirements. This may include early breakfast preparations, pack lunches, drinks etc.

**Essential Duties:**

**Cook – Primary Role**

**Responsibilities:**

The Cook is responsible for preparing daily meals, maintaining kitchen hygiene, managing food supplies, applying food preservation techniques, supporting officers as needed in

conservation-related activities, and maintaining herb and vegetable gardens to support food sustainability.

### **Essential Duties:**

#### **Cook – Primary Role**

1. Prepare and cook a variety of meals for up to 25 persons in accordance with approved menus and dietary requirements.
  - a. Assist with meal preparation for all programs and external stakeholders.
  - b. Additional assistance will be provided for increased headcount.
2. Plan menus based on available rations and recommend improvements where necessary.
3. Ensure all meals are prepared in a timely, safe, and hygienic manner.
4. Maintain cleanliness and organization of the kitchen, dining, and food storage areas at all times.
5. Monitor food inventory and assist with ordering and restocking supplies as needed.
6. Apply proper food handling, storage, and sanitation practices in compliance with established health and safety standards.
7. Perform food preservation techniques, including bottling, drying, and other appropriate methods to extend shelf life and reduce waste.
8. Maintain herb and vegetable gardens, including planting, watering, harvesting, and basic upkeep to support kitchen operations.
9. Safely operate all kitchen equipment and promptly report any maintenance or repair needs.
10. Prepare daily meals (breakfast, lunch, and dinner) consistently while maintaining high standards of quality and presentation.
11. Uphold all food safety, health, and sanitation standards at all times.
12. Train and support staff in proper cooking techniques, meal preparation, food preservation methods, and kitchen best practices.

#### **Other Support Duties– Secondary Role**

1. Maintain a visitor's logbook, answer radio or phone, receive and check in and check out guests.
2. Interact, meet and greet, with fishers, landowners, tour operators, tour guides, and visitors informing them of the rules and regulations of the reserve.
3. Report in detail any suspicious incidents.
4. Other minor security tasks that may arise.
5. Any other reasonable task that may be assigned from time to time.

#### **Skills Requirements:**

- Strong cooking and food preparation skills.
- Attention to detail and commitment to quality.
- Good organizational and time management abilities.
- Ability to multitask and adapt to varying responsibilities.

- Trustworthiness, reliability, and a strong sense of responsibility.
- Good communication and teamwork skills.
- Knowledge of emergency procedures and ability to respond quickly.
- Collaboration with team members to ensure security protocols are upheld.
- Trustworthiness and adherence to ethical standards in handling sensitive information.

This position is based at the Turneffe Atoll Marine Reserve (TAMR) and will also require working at the Belize City Main Office from time to time.