



WEST KAUAI MEDICAL CENTER – MAHELONA MEDICAL CENTER
KAUAI VETERANS MEMORIAL HOSPITAL SAMUEL MAHELONA MEMORIAL HOSPITAL
HUMAN RESOURCES KAUAI REGION P. O. BOX 337 WAIMEA, HI 96796

06/08/09

VACANCY ANNOUNCEMENT
CONTINUOUS RECRUITMENT UNTIL NEEDS ARE MET

DATE POSTED: 06/08/09
JOB TITLE: COOK I
RECRUITMENT NO.: KAUAI 012-09
JOB LOCATION: SAMUEL MAHELONA MEMORIAL HOSPITAL, Kapaa, Kauai, Hawaii
SALARY RANGE: \$3080 PER MONTH (BC05)

FUNCTION:

The position assists in cooking designated entrees and other principal meal items in an institutional or hospital kitchen; may supervise kitchen helpers; and performs other related duties as assigned.

MINIMUM QUALIFICATION REQUIREMENTS:

Experience and Training: One (1) year of experience in quantity cookery; or an equivalent combination of experience and training.

Knowledge of: Quantity cookery; use and care of cooking utensils and equipment; kitchen safety and sanitation requirements; methods of handling and storing foods; personal hygiene.

Ability to: Instruct and supervise others in cooking activities; estimate amounts of raw foods necessary to meet menu requirements; plan cooking schedules to meet scheduled meal times; get along well with others; tolerate kitchen heat; perform menu planning and food purchasing as required; perform heavy lifting, moving and carrying typical of the class.

Physical Requirements:

Applicants must be physically able to perform, efficiently and effectively, the essential duties of the position which typically require the ability to read without strain printed material the size of typewritten characters, glasses permitted, and the ability to hear the conversational voice, with or without a hearing aid, or the ability to compensate satisfactorily. Disabilities in these or other areas will not automatically result in disqualification. Those applicants who demonstrate that they are capable of performing the essential functions of the position will not be disqualified under this section.

Any condition which would cause applicants to be a hazard to themselves or others is cause for disqualification.

Any disqualification under this section will be made only after a review of all pertinent information including the results of the medical examination, and requires the approval of the VP/Director of Human Resources.

Mental/Emotional Requirements:

All applicants must possess emotional and mental stability appropriate to the job duties and responsibilities and working conditions.

RESIDENCE: In addition to meeting the citizenship requirements described elsewhere on this announcement, applicants must be legal residents of the State immediately preceding their applications for employment. This requirement may be waived to fill positions at designated institution or locations where qualified legal residents are unavailable.

KVMH • P. O. Box 337. • WAIMEA, HAWAII 96796 • PHONE: (808) 338-9431 • FAX: (808) 338-9420

MAHELONA • 4800 KAWAIHAU RD. • KAPAA, HAWAII 96746 • PHONE: (808) 822-4961 • FAX: (808) 822-5781

QUALITY OF EXPERIENCE: Possession of the required amount of experience will not in itself be accepted as proof of qualification for the position. Overall paid or unpaid experience must have been of such scope and responsibility as to conclusively demonstrate that you have the ability to perform the duties of this position. Provide a detailed description of your duties and responsibilities. If you worked on a part-time basis, indicate the average number of hours worked per week. Please note that experience will be based on a 40-hour workweek.

Note: We will not postpone the recruitment process because of your failure to provide accurate and complete information concerning your qualifications.

MERIT OR CIVIL SERVICE SYSTEM: You must meet the minimum qualification requirements, including education, experience, other public employment requirements for State Civil Service employment, and HHSC Standards of Fitness. Only those applicants that are scheduled for an interview with the hiring manager will be contacted. Applications will be kept active for six (6) months.

CITIZENSHIP AND RESIDENCE REQUIREMENT: Applicants must be eligible to work in the U.S. and for the majority of the positions, residents of the State of Hawaii.

VETERAN'S PREFERENCE: If you are claiming Veteran's Preference, you must submit a copy of your DD214 and/or other substantiating documents specifying the periods of your service.

PHYSICAL/MENTAL REQUIREMENTS: Applicants must be able to physically and mentally perform efficiently the duties of the position. Qualified applicants with disabilities who can perform the essential functions of the advertised position are encouraged to apply. The Hawaii Health Systems Corporation is committed to making reasonable accommodations on a case-by-case basis. Applicants seeking reasonable accommodation should be ready to discuss the accommodation sought so that a determination can be made that such accommodation is reasonable and would not cause the employer undue hardship.

PHYSICAL EXAMINATION REQUIREMENT: Offers of employment will be conditioned on the results of a complete physical examination, which includes a drug screening. For certain job categories, applicants may be referred to an HHSC-designated physician, rather than the applicant's personal physician of choice. The cost for all physical examinations, except the cost for the drug screening, shall be borne by the applicant and not the Hawaii Health Systems Corporation. The Hawaii Health Systems Corporation shall bear the cost of the drug screening.

CRIMINAL/BACKGROUND, CREDENTIALING CHECKS: Applicable checks will be conducted and any associated costs may be borne by the applicant. If a job offer is made or employment is begun prior to completion of all applicable checks, any offer of employment or continued employment is contingent upon satisfactory return of all required checks.

HOW TO APPLY: Applications are available at Kauai Veterans Memorial Hospital, Human Resources Office, 4643 Waimea Canyon Dr, Waimea, Kauai or at Samuel Mahelona Memorial Hospital, Human Resources Office, 4800 Kawaihau Rd., Kapaa, HI 96746. You can call (808) 338-9426, (Voice/TT), (808)338-9444, e-mail: kauaijobs@hhsc.org or visit our website at www.hhsc.org. Only applicants that have been through a Human Resources (HR) applicant screening process will be considered for an interview with a hiring manager.

Applications for announcements with a deadline date must be on file no later than the last day to file applications. Applications for announcements with "Continuous Recruitment Until Needs are Met" will be accepted as long as there are vacancies. Inactive/filled announcements will be taken off the HHSC website.

STEPS TO AN ADMINISTRATIVE REVIEW: If you do not agree with a decision made by the Employment Office as to your non-selection for a position, you must FIRST call and speak to the facility's Employment Officer or designee within 5 days from the date of your sent notice. If you do not agree with the response, you must submit a written request within the (10) days from the date of your sent notice to the Hawaii Health Systems Corporation's Corporate Office. Your letter requesting the administrative review must include 1. The job title(s) and recruitment number(s), 2. the specific reason(s) you are requesting the review, and 3. any additional information you want to submit to substantiate your request. If you do not submit your request within the ten-day deadline, no administrative review will be conducted.

HAWAII HEALTH SYSTEMS CORPORATION MERIT APPEALS BOARD: If you do not agree with the administrative review decision, you may file an appeal to the Hawaii Health Systems Corporation Merit Appeals Board, within 20 days from the date your notice was sent. Appeals must be submitted in writing to the Hawaii Health Systems Corporation Merit Appeals Board, 3675 Kilauea Avenue, Honolulu, HI 96816. If the Merit Appeals Board decides favorably on the appeal, the consideration of referred applicants or an applicant's job offer will not be affected.