



## **JOB VACANCY-PREP COOK**

The Eco-Industrial Development Company of Tobago (E-IDCOT) Ltd is a private limited liability Company established by the Tobago House of Assembly (THA) to assist in the diversification of the Tobago economy through the promotion of environmentally sustainable production and the provision of project management services on the island.

The Company is responsible for the operations of the Manta Lodge & Dive Centre and invites applications from suitably qualified persons for the position of **Prep Cook**.

### ***Job Summary***

The Prep Cook assists the Chef de Partie and Demi chef de partie with the preparation of food using recipes and menu items created by the Sous Chef and helps keep the kitchen running smoothly.

### ***Job Responsibilities***

1. Assists with stocking and setting up the kitchen stations.
2. Ensure that all food and other items are stored properly.
3. Responsible for and assisting with cooking main dishes, desserts, appetizers, and snacks.
4. Prepare simple dishes such as salads etc.
5. Set up workstations and ingredients so that food can be prepared according to recipes.
6. Assists with the plating of prepared food based on senior chef's guidance.
7. Works with servers to ensure that orders are completed according to request and on time.
8. Washes and cleans the kitchen and cooking utensils and storing the equipment at the end of shifts.
9. Ensures that the kitchen operation procedures and hygiene meet food safety standards and regulations.
10. Presents a clean and professional appearance at all times.
11. Maintains a friendly, cheerful and courteous demeanor at all times.
12. Performs other duties as assigned, requested or deemed necessary by management.

### ***Education and Job Experience***

1. A certificate in Culinary Arts is an asset.
2. At least one (1) year of hotel or restaurant experience is required.

Any other suitable combination of qualifications and experience may be considered.

### ***Knowledge, Skills and Abilities***

1. Ability to maintain a flexible work schedule, including evenings and weekends and public holidays.
2. Understanding of cooking methods and procedures, and knife handling skills.
3. Ability to perform tasks with accuracy, speed, and attention to detail.
4. Ability to read and follow cooking directions.
5. Ability to remain calm in a fast-paced environment.
6. Must be organized and self-motivated.

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### **Instructions for Applicants**

Applications **must** be submitted via email to [careers@e-idcot.co.tt](mailto:careers@e-idcot.co.tt) and should include a cover letter and detailed Curriculum Vitae addressed to:

The Human Resources Department  
Eco-Industrial Development Company of Tobago (E-IDCOT) Ltd  
Isaac T McLeod Building, Cove Eco-Industrial and Business Park  
Canoe Bay Road, Cove Estate, Tobago.

The cover letter and email subject **must** state the position being applied for and copies of all educational certificates **must** be attached.

Applications are to be emailed no later than **4.00 p.m. on Wednesday 28<sup>th</sup> January 2026**. Late or incomplete applications will not be considered.

***We thank all applicants for their interest, however only shortlisted candidates would be contacted.***