KTJ PRIMARY SECONDARY
KOLEJ TUANKU JA'AFAR

Assistant Cook

Job type Full time, fixed term

Start date Earliest convenience

Apply by 17th October 2026

Salary We offer a highly competitive remuneration package which includes:

- Private healthcare
- Excellent Employee Provident Fund (EPF) savings contributions
- School places for staff children

Job Summary

An assistant cook ensures the kitchen is orderly and assists Sous Chef to prepare, cook and arrange food. Their duties include cleaning the kitchen area, washing dishes and utensils and ensuring that the Chef has everything required to run the kitchen.

Job Description

At KTJ, we believe with a commitment to professional development, we offer opportunities for growth in a warm and welcoming student-centred environment. Join us and become part of a community that values creativity, embraces new ideas and encourages progressive thinking.

Kolej Tuanku Ja'afar
Syarikat Pendidikan Staffield Berhad (171840-W)
71700 Mantin, Negeri Sembilan, MY
T +60 6-850 5555
www.ktj.edu.my

bsa BOARDING SCHOOLS' ASSOCIATION CIS WE ARE AN ACCREDITED SCHOOL HMC COBIS ACCREDITED MEMBER

Key Duties

- To follow recipes.
- To bake, grill, boil meat, vegetables, fish, poultry and other foods.
- To occasionally serve food.
- To maintain a clean and safe work area, including handling utensils, equipment and dishes.
- To handle and store ingredients and food.
- To maintain food safety and sanitation standards.
- To ensure ingredients and final products are fresh.
- To report any faulty equipment, bruised products and ingredients & unsafe conditions to the Chef on duty.
- To have knowledge of proper food handling procedures and remove expired or spoiled ingredients from the chiller, freezer and dry storage rooms.
- To be able to follow all health and safety regulations.

Personal characteristics and skills

- High level of integrity;
- Displays a strong commitment to delivering the best customer service;
- Cheerful and friendly interpersonal and communication skills;
- Proactive and the ability to work independently with minimal supervision;
- Knowledge of health and safety standards and the ability to handle cleaning chemicals safely;
- Excellent time management skills, ability to multitask and possess a systematic approach to work;
- Core competencies include organization, preparation as well as time management skills and communication.
- Maintain professional image in communication and appearance.
- A genuine interest in young people and their wellbeing;
- Affinity with the School's boarding ethos and with the values of Kolej Tuanku Ja'afar.

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Recruitment Handbooks

KTJ Recruitment Handbooks for Malaysian Staff

KTJ Recruitment Handbooks for International Staff

About the School

KTJ is a thriving, not-for-profit international, day and boarding school set in the beautiful Malaysian countryside, an hour's drive south of Kuala Lumpur. The School was established in 1991 and caters to more than 1,000 students aged 3 to 19. The Primary School, which opened in 2013, follows the English National Curriculum in English and mathematics, alongside the International Primary Curriculum; while the Secondary School prepares students for IGCSEs and A Levels. KTJ Sixth Form students gain entry into top universities in the UK, US, Malaysia and around the world.

KTJ is a friendly and supportive environment for students and staff alike. More information on the School and conditions for teachers can be found in the attached documents or on the vacancies page of our website. On our website, you will also find a copy of the job description for a KTJ teacher.

The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful applicant will be subject to security vetting.

Make an application

Please submit a cover letter and a completed application form (available here), including contact details of three referees, one of whom should be your current employer, to the Human Resources Department, via: recruitment@ktj.edu.my.

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