

# **VACANCY ANNOUNCEMENT**

## **POSITION OF CHIEF COOK**

### **RESIDENCE OF THE AMBASSADOR OF THE UNITED STATES OF AMERICA**

The Embassy of the United States of America is seeking a qualified individual to serve as a Senior Cook/Steward at the residence of the Chief of Mission. See details below:

#### **POSITION TITLE**

Chief Cook

#### **PREPARES MEALS:**

Suggests and develops healthy menus, in addition to menus preferred by the Ambassador and/or his spouse. Performs food shopping based on weekly or daily schedule of menus. Prepares meals for the family as necessary. Sets up dining room with appropriate tableware for the particular food service.

Coordinates special functions such as luncheons, dinners, parties, or receptions at the residence; plans for functions by shopping, which includes, but not limited to: locating, hiring, and/or supervising caterer as well as participates in functions as needed, including the serving of food.

Monitors kitchen inventory of materials to determine when reordering of items is needed; contacts the Facilities Maintenance Section, at the U. S. Embassy, regarding necessary repairs to kitchen equipment. **Adheres to and practices United States Department of Agriculture Food Safety Guidelines.**

#### **ADDITIONAL DUTIES:**

In the absence of the other Steward, assists with hand/machine laundering or ironing and other cleaning duties at the residence.

Arranges for repairs of faulty equipment at the residence; reports potential problems such as mold, insects/pests, leaks etc, to the Facilities Maintenance Section at the U. S. Embassy and follows up until work is resolved.

May be required to receive visitors, including high level officials; take telephone messages, as necessary, and relay key messages to the Chief of Mission and/or his spouse. **Pleasant demeanor and efficiency, as well as a professional appearance are essential.**

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#### **CLOSING DATE FOR RECEIPT OF APPLICATIONS:**

***14 days from start of advertising***

Qualified candidates are encouraged to submit a detailed resume, along with copies of certificates and references, in a sealed envelope. Please give to the Security Guards at the entrance of the American Embassy at the below location:

Embassy of the United States of America  
Attention: Human Resources Office  
Hill Station, Freetown

***PLEASE NOTE: Only short-listed candidates will be contacted.***