

## VACANCY ANNOUNCEMENT

<b>OPEN TO:</b>	All Interested Candidates
<b>POSITION:</b>	Chef
<b>OPENING DATE:</b>	March 2, 2016
<b>CLOSING DATE:</b>	March 6, 2016
<b>WORK HOURS:</b>	Full Time; 40 hours/week
<b>SALARY:</b>	\$18,234 per annum (gross salary)

### CORE RESPONSIBILITIES OF POSITION

The position is wholly responsible for duties normally associated with the title of Chef, including but not limited to the following:

- Prepare and cook all types of food in differing quantities, including pastry, for small dinners to large cocktail receptions.
- Prepare soups, sauces, stocks, etc. from scratch using local ingredients
- Create a modern kitchen facility that uses equipment resources efficiently
- Meet, and where possible exceed, expectations for consistent, quality, healthy cuisine
- Ensure preparation, presentation, and cooking techniques are performed at the highest level
- Maintain the highest possible standard of hygiene to meet Health & Safety regulations
- Cultivate a positive work environment where learning and personal development are benchmarks by which quality improvement is driven
- Liaise with all sections of the U.S. Embassy keeping the lines of communication open
- Respect the U.S. Embassy's commitment to the environment (saving energy, reducing waste, using organic ingredients)
- Shop for food maintaining thorough records of purchases and effective food cost control
- Perform other duties as assigned and all tasks within a timely manner

## **QUALIFICATIONS REQUIRED**

All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.

1. Completion of secondary school is required.
2. Solid work experience as a Chef is required. Hospitality and catering experience is a plus.
3. Fluency in written and spoken English, Russian, and Azerbaijani is required.
4. Knowledge of modern cooking techniques that focus on healthy, nutritious, and elegant meals are required.
5. Attention to detail, enthusiasm, good interpersonal skills, and ability to work in a team are required.
6. Knowledge of hygienic work requirements.

## **TO APPLY**

Interested candidates for this position must submit the following for consideration of the application:

1. A current resume or curriculum vitae;
2. Any other documentation (e.g., essays, certificates, awards) that addresses the qualification requirements of the position as listed above.

## **SUBMIT APPLICATION TO**

Hard copies: U.S. Embassy Baku, Human Resources Office  
Address: 111 Azadlig Prospect,  
Baku AZ1007, Azerbaijan  
Or electronic copies:  
E-mail: [BakuHRMailbox@state.gov](mailto:BakuHRMailbox@state.gov)

## **POINT OF CONTACT**

HR Office  
Telephone: 488-33-00  
<http://azerbaijan.usembassy.gov>