

Job Vacancy -Chef

Open To: All Candidates

Position: Chef

Opening Date: April 23, 2014

Closing Date: May 7, 2014 (Close of Business)

Starting Salary: C\$36,841.00 per year

The U.S. Embassy in Ottawa is seeking a Chef to work in the official Residence of the Deputy Chief of Mission. The estimated start date is June 1, 2014.

Duties:

The incumbent is responsible for performing the duties of a cook and butler. Plans menus and prepares meals for the Deputy Chief of Mission, family and guests and for sit down dinners for up to 24 persons. Prepares food for larger buffets and cocktail parties serving up to 100 people or more. Purchases food and kitchen supplies, and keeps records of all expenses. Keeps kitchen, pantry, kitchen office, indoor and outdoor mudrooms clean and equipment in good working condition. Establishes controls to minimize food and supply waste. Puts household garbage in outside receptacles for pick-up and brings receptacles to the street on garbage day. Polishes brass and silver as needed, and maintains all indoor plants. Assists with general house cleaning when the housekeeper is on leave and when needed, and assists with setting up for official functions. Serves meals for family and at official functions. Greets guests to the Residence and assists them with their coats and any luggage. Answers the telephone, directs calls, or takes messages. Meets and escorts service staff (maintenance, etc.) at all times while in the residence for necessary repairs and service, when necessary. Prepares Official Residence Expense sheets for reimbursement of Deputy Chief of Mission, and forwards to the Embassy Financial Management Center (FMC). Keeps records of all expenses paid out of petty cash that may be reclaimed as a residence expense. Prepares representation vouchers for submission to the Embassy FMC. Performs other duties as assigned.

Work Hours:

40 hours per week. Must have flexibility as far as work schedule which will vary depending upon what official and private functions are scheduled.

Qualifications:

At least three years cooking and food preparation experience either in institutional, catering or hospitality services. Must have fluent English to include the ability to read and interpret documents such as recipes, menu print outs, all Food Pro documentation, safety rules, operating and maintenance instructions, and policy/procedure manuals. While performing the duties of this job, the employee is regularly required to stand, walk,

and reach with hands and arms. The employee frequently is required to: stoop, kneel, crouch, or crawl; hear; and taste or smell. The employee is occasionally required to sit, climb or balance. The employee must regularly lift and/or move up to 60 pounds. Incumbent must be able to perform all duties in a courteous and conscientious manner, displaying a positive attitude at all times.

Other selection criteria:

Must be able to obtain security and medical clearances.

Must have legal residence status in Canada.

Must be punctual, dependable, and flexible to work evenings, weekend, and holidays.

Expected to be discreet, meticulous and to manage own workload.

Must be able to work under pressure.

Must be able to respect a budget.

Must have own transportation.

Application Procedures:

Applications, including resume, application form and other documents should be submitted by email to the Human Resources Office at the U.S. Embassy by the deadline. At least three references must be included with the application. Applicants must address the qualifications required in this announcement in their applications. **Email is the preferred method of communication;** however faxed resumes will be accepted.

Email: OttawaHR@state.gov

Fax: (613) 688-3055