

## **Full-Time Chef for Senior Diplomatic Residence**

Salary range: RMB 6,000-7,600

Seeking a motivated Chef to conduct Senior Diplomatic Residence kitchen operations and the production of outstanding Western and Chinese-style cuisine as assigned by the Head Chef.

This position will be responsible for delivering consistently high-quality plated meals, desserts, breads, petit fours, cold dishes, appetizers, soups, salads and beverages for official receptions, as well as large buffets and personal meals.

The Chef will assist the Head Chef in standardizing, testing and costing new recipes, as well as contributing ideas and creativity when called upon. The Chef will also be responsible for purchasing, inventory, ordering and cost control of residence kitchen programs.

The Chef will oversee sanitation, organization and maintenance according the Residence standards.

### **A. Primary Duties**

1. Responsible for planning, proposing and executing all menus for any events – official and non-official – that are held at the Residence or other assigned location, in consultation with Employer and/or Employer’s spouse or designated supervisor to include the delivery of consistently high-quality plated meals, desserts, breads, petit fours, cold dishes, appetizers, soups, salads and beverages for official receptions, as well as large buffets and personal meals.
2. Responsible for all aspects of purchasing, inventory, ordering and cost control of residence kitchen programs.
3. Assists in standardizing, testing and costing new recipes, as well as contributing ideas and creativity as requested by the Head Chef or Residence Manager.
4. Oversees sanitation, organization and maintenance according to the Residence standards, which are subject to change based on employer/supervisor’s discretion.
5. General duties such as washing dishes, cleaning out cabinets and refrigerator, ensuring spoiled and expired food is discarded, cleaning kitchen, and running errands.

### **B. Additional Duties**

1. Assists in front of the house event preparation and as assigned.
2. Performs general housekeeping tasks as assigned.
3. Cares for Employers pets as requested.
4. Assists with other Embassy events in various locations around Beijing as directed by Employer/Supervisor.
5. Participates in training sessions as required by Employer/Supervisor.
6. Other duties as assigned.

**\*\*\* Please note that this position does not include housing\*\*\***

**How to Apply:** Interested candidates need to submit a current resume including information demonstrating how their experience meets the requirements, a copy of their passport showing Chinese Government approval to permanently and legally reside and work in China or a copy of their Chinese

identity card, and three references to: [DiplomaticResidenceManager@gmail.com](mailto:DiplomaticResidenceManager@gmail.com) no later than **March 17, 2015**.

### 招聘全职高级外交官官邸厨师

薪资范围: 人民币 6,000 元-7,600 元

**招聘副主厨**, 主要负责高级外交官官邸的厨房操作, 烹饪优质的餐饮, 并服从主厨的安排。该职位主要负责为公务接待、大型自助餐和日常饮食提供始终如一的高品质菜肴, 包括甜点、面包、小蛋糕、凉菜、开胃菜、汤和沙拉。该职位将协助主厨对新食谱进行规范、测试和核算成本, 并根据需求制定和创造新的菜谱。该职位还将负责采购、库存管理、订货和官邸厨房的成本控制。该职位需根据官邸相关标准进行卫生监督、组织和维护。

主要工作职责:

- 负责规划, 制定并烹饪所有在大使官邸及指定地点的公务/非公务活动的菜肴, 与雇主/雇主夫人/指定主管商讨在公务招待会, 大型自助餐及个人家庭用餐中, 制作高品质的菜品, 甜点, 面包, 花式小蛋糕, 冷盘, 开胃菜, 汤品, 沙拉及饮料等。
- 负责采购, 库存管理, 官邸厨房的订货及成本控制。
- 按照厨师长或官邸经理的要求协助研制新的菜肴并进行成本核算。
- 根据雇主或主管的指示, 负责监督环境卫生, 人员配备和设备维护以达到官邸标准。
- 基本工作职责如: 清洗餐具, 清理衣柜, 清理冰箱并确保清除变质和过期的食物, 打扫厨房卫生, 外出办事。

其他工作职责:

- 协助官邸招待会的准备工作和其他工作
- 负责常规家务工作及其他指定工作
- 按雇主主要求照看宠物
- 根据雇主或主管要求, 协助其安排在北京各地区举办的各项使馆活动
- 参加雇主或主管安排的培训
- 完成被安排的其他工作

**\*\*\* 请注意此职位不提供住宿\*\*\***

**如何申请:** 对此职位感兴趣的申请人可将本人最新简历, 包括符合此职位要求的工作经验, 中国政府批准在中国永久合法居住和工作的护照复印件, 或本人身份证复印件, 以及三名工作推荐人的信息发送至 [DiplomaticResidenceManager@gmail.com](mailto:DiplomaticResidenceManager@gmail.com), 截止日期为 **2015年3月17日**。