



VACANCY ANNOUNCEMENT
for
Cook
at
Consul General's Residence, Hyderabad

The Consul General's Residence in Hyderabad is seeking an individual for the position of Cook.

Applicants must apply on Form HR-01 (Application form for Employment). Applications not completed on Form HR-01, will not be accepted. Only completed forms will be accepted. (Refer to application procedure below)

POSITION: Cook

OPENING DATE: August 24, 2010

CLOSING DATE: September 7, 2010

SALARY: Starting salary will be determined on the basis of qualifications and experience.

BASIC FUNCTION OF POSITION

- a) Prepare daily meals for the family (lunch and dinner).
- b) Prepare a variety of continental cuisines with a high standard of presentation and be able to adapt to the dietary restrictions of guests.
- c) Develop menus for buffet or sit-down breakfasts, lunches and dinners, as well as for teas and cocktail receptions.
- d) Responsible for purchase of meat, seafood and produce. Clean vegetables.
- e) Keep the kitchen and all its appliances (stove top, oven, refrigerators and freezer) clean and in working order.

- f) Assist Residence Manager in contacting vendors to support functions at the residence.
- g) Work independently to accomplish daily goals and plans as established by Employer and Residence Manager.
- h) Assist other CGR staff in setting up for, and cleaning up after, functions and daily meals.
- i) Perform day-to-day cleaning activities throughout CGR premises with other staff.
- j) Other duties as assigned.

QUALIFICATIONS REQUIRED

1. Minimum three years of related experience.

TO APPLY

Interested applicants for this position should submit the following:

1. **Application for Employment**, Form HR-01, available on website
<http://hyderabad.usconsulate.gov/jobopportunities.html>
2. **OPTIONAL**: Any other documentation (e.g., essays, certificates, awards, copies of degrees earned) that addresses the qualification requirements of the position as listed above.

SUBMIT APPLICATION TO

U. S. Consulate General,
Human Resources Office
1-8-323, Paigah Palace, Chiran Fort lane,
Begumpet, Secunderabad - 500003.
FAX: 4033-8301
or
E-mail: Hyderabadvacancies@State.gov

Please insert "**Application for Cook**" in the subject of the E-mail. Applications without the Subject or with an incorrect Subject will not be accepted.

All applications for the Subject announcement must be received in the Human Resources Office by close of business September 7, 2010

Approved by: MO: DMcCullough