



**AMBASSADOR'S RESIDENCE, AMERICAN EMBASSY, NEW DELHI, INDIA**

**VACANCY ANNOUNCEMENT FOR THE ASSISTANT COOK AT  
AMBASSADOR'S RESIDENCE**

**VACANCY ANNOUNCEMENT NUMBER – 13-064**

**OPEN TO:** All interested candidates

**POSITION:** Assistant Cook

**OPENING DATE:** November 06, 2013

**CLOSING DATE:** November 20, 2013

**WORK HOURS:** Full-time; 54 hours/week

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

The Ambassador's Residence at the U.S. Embassy New Delhi is seeking an individual for the position of Assistant Cook.

**Only applicants who are selected for the interview will be contacted.**

**BASIC FUNCTION OF POSITION**

Assist the primary cook on all food-related requirements by performing the following duties and responsibilities at the Ambassador's Residence:

- Day-to-day planning and operation of the Residence Kitchen, to include preparation and presentation of food items for the family, guests, and for special functions.
- Create and compile menus (including those with dietary restrictions) for all special functions, and keep records of past menus.
- Ensure quality and health standards of food prepared to the highest possible.
- Proper utilization, accountability, and inventory of raw materials and kitchen equipment. Ensure proper storage of food items at all times.
- Ensure cleanliness in the kitchen area to include equipment, utensils, surrounding area, etc.
- Serve as back-up to the primary cook and handle food preparation during the primary cook's absence.
- Any other normal services and duties associated with the position/additional work in connection with the kitchen operations. Any other work as assigned by the Residence Manager.
- Perform other duties as assigned

A copy of the complete position description listing all duties and responsibilities is available in the Human Resources Office.

### **QUALIFICATIONS REQUIRED**

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

1. Professional training, preferably from a five-star hotel.
2. Completion of Secondary School (class X)
3. Knowledge of European/Western/continental cuisine and Asian/Indian cuisine.
4. Minimum two years of related experience.
5. Ability to read English and follow written recipes.

### **TO APPLY**

Interested applicants for this position should submit the following:

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

### **The resume or curriculum vitae must include the below information.**

- A. Position Title
- B. Vacancy Announcement Number
- C. Date of Birth
- D. Place of Birth
- E. Citizenship
- F. First, Middle, & Last Names as well as any other names used
- G. Current Address and phone numbers
- H. If foreign national, eligibility to work in India (work/residency permits should be attached)
- I. List any relatives or members of your household that work for the U.S. Government (include their Name, Relationship, & Agency, Position, Location)
- J. Education
- K. License, Skills, Training, Membership, & Recognition
- L. Language Skills
- M. Work Experience
- N. Notice period to current employer
- O. References

### **SUBMIT APPLICATION TO**

U. S. Embassy  
Human Resources Office  
Attention: HRO  
Shantipath, Chanakyapuri  
New Delhi 110 021

**or**

FAX: 2419-8056

Or

E-mail: [NewDelhiOREVacancies@state.gov](mailto:NewDelhiOREVacancies@state.gov)

**POINT OF CONTACT**

Telephone: 24198092

Please insert "Application for **ASSISTANT COOK** in the Subject of the E-mail. Applications without position title "Assistant Cook" will not be accepted.

**CLOSING DATE FOR THIS POSITION: (November 20, 2013)**