



AMERICAN EMBASSY, NEW DELHI, INDIA

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

VACANCY ANNOUNCEMENT NUMBER – 15-012

OPEN TO: All Interested Candidates

POSITION: Cook, Ambassador's residence*

OPENING DATE: February 18, 2015

CLOSING DATE: March 3, 2015

WORK HOURS: Full-time; 54 hours/week

SALARY: Starting salary will be determined on the basis of qualifications and experience, and/or salary history.

NOTE: *The hired employee will be paid by and work under contract with the Principal Employer. S/he will not be an employee of the United States Government.

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

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

BASIC FUNCTION OF POSITION

The incumbent will be responsible for the overall functioning and performance of the Residence Kitchen and for all food-related requirements of the Residence.

- Manage day-to-day planning and operation of the Residence Kitchen, to include preparation and presentation of food items for the family, guests and special functions.
- Ensure the highest quality and health standards of food prepared in the Residence Kitchen.
- 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.

- Any other normal services and duties associated with the position/ additional work in connection with kitchen operations. Any other work as assigned by the Residence Manager.

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 5-Star hotel.
2. Knowledge of continental cuisine and Asia/Indian cuisine.
3. Minimum two years of job related experience.
4. Good working knowledge (read/write/speak) in English and Hindi.

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
Shantipath, Chanakyapuri

New Delhi 110 021

Or

FAX: 2419-8056

Or

E-mail: NewDelhiOREVacancies@state.gov

POINT OF CONTACT

Telephone: 24198716

Please insert **“Application for Cook, Ambassador’s Residence”** in the Subject of the E-mail for electronic submission; or on the envelope, in case of print copy submission. Applications without the position title **“Application for Cook, Ambassador’s Residence”** will not be accepted.

CLOSING DATE FOR THIS POSITION: (March 3, 2015)