

JOB OPPORTUNITY – ASSISTANT COOK

OPEN TO: All Interested Candidates

POSITION TITLE: Assistant Cook

OPENING DATE: January 23, 2014

CLOSING DATE: February 5, 2014

WORK HOURS: Full-time; 40 hours/week

SALARY: **TO BE DETERMINED BASED ON QUALIFICATIONS**

The Office of the United States Chief of Mission (COM) is seeking to employ a suitable and qualified candidate for the position of Assistant Cook for the COM Residence.

DUTIES:

Employee reports to the Head Chef and serves as the Assistant Cook at the COM Residence. Responsibilities are as follows:

- a. Prepare meals for the COM and guests; propose and execute menus for official functions as directed and assist, as necessary, in serving food. Employee will keep records of menus for official functions, and regularly add new recipes to the Official Residence files.
- b. Make purchases of all necessary ingredients, such as vegetables and meats at the local market and prepare a list for purchases of items available at the Commissary outlet at the Embassy in Abuja. In addition, the employee will maintain organized records of expenses for official functions.
- c. Clean the kitchen precincts and pantry and maintain all kitchen appliances, equipment, dishes, pots and pans spotless clean and keep the kitchen in good order at all times.
- d. Place food and drink orders for all events.
- e. Serve drinks and hors d'oeuvres at receptions.
- f. Assist the housekeeper when one of them is absent.
- g. Other duties as assigned by the Head Chef.

QUALIFICATIONS:

1. Completion of Secondary School and vocational training in catering or as a chef.
2. Experience in the hospitality industry as a caterer, cook, chef or sous chef is required.
3. Knowledge of food preparation in local and continental cuisine is required.
4. Level III (Good working knowledge) Speaking/Reading of English is required.

HOW TO APPLY

Interested applicants for this position **MUST submit** the following, or the application will not be considered:

1. A current resume or curriculum vitae.
2. A type-written and signed application letter specifically applying for this position, and addressing the minimum requirements as advertised.
3. 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:

Embassy of the United States of America
Human Resources Office
Plot 1075 Diplomatic Drive
Central District Area
Abuja.

POINT OF CONTACT:

Tel: 09-461-4000 Ext 4261