

VACANCY ANNOUNCEMENT

OPEN TO: ALL INTERESTED CANDIDATES
POSITION: CHEF
OPENING DATE: May 1, 2015
CLOSING DATE: May 15, 2015
WORK HOURS: FULL-TIME; 40 HRS/WEEK
SALARY: Salary commensurate with experience

U.S. Ambassador in Palau is seeking to employ a full time experienced Chef.

Preferred qualifications include:

1. Completion of a professional chef school and/or, culinary certificate or apprenticeship program in similar field.
2. 5 years of experience in professional culinary trade.
3. Good communication skills and good command of written and spoken English.

Duties & Responsibilities:

1. Develop menus for daily meals and representational functions.
2. Prepare and cook foods of all types on a regular basis for the employer and for special guests and representational functions.
3. Develop and manage budgets for household and representational event management, including estimating amounts and costs of required food ingredients and supplies needed.
4. Develop shopping lists for groceries and supplies for the residence.
5. Determine production schedules and staff requirements for special functions.
6. Maintain supplies, equipment, and work areas to ensure conformance to established standards.
7. Submit appropriate paperwork and receipts in a timely manner for processing.

To Apply:

Interested candidates should submit the following:

1. Résumé or Curriculum Vitae and a cover letter.
2. Three (3) menus:
 - a) for a representational dinner for 10 guests;
 - b) for a healthy dinner for 2-4 people; and
 - c) for a vegetarian meal for 2-4 people.
3. Copies of any degrees earned that address the preferred requirements listed above.

Applications Can Be Submitted as Follows:

Email to: saliimi@state.gov

Hand-deliver to: Ima Salii, Human Resources, U.S. Embassy Koror

NOTE: The selected person will be an employee of the Ambassador, not of the U.S. Government.