

Vacancy Announcement – “ Temporary Cook”

The Cook is a personal employee of the Chief of Mission of the United States of America, in Bucharest and is employed at their residence, for a period of two months with possible extension.

Duties to include but not be limited to:

- Plan meals for all types of informal and formal functions, including the purchase and preparation of food .
- Prepare food for the household, guests and official receptions, dinners and other functions;
- Clean kitchen equipment, pots and pans, counters, floor and other work areas;
- Schedule periodic and special cleaning requirements, such as window cleaning in kitchen only;
- Food preparation:
 - Responsibility for maintaining proper stocks of food items and informing Employer on a timely basis when foods items need to be re-ordered and/or purchasing such food items as required;
 - Plan and execute in consultation with Employer seasonal stocking and preparation of food stuffs.
 - Food to be prepared according to proper sanitary methods as defined by Employer;
 - Prepare food for household as required; and,
 - Prepare representational meals in a professional manner, on time, and as required;
- Perform other job related duties as assigned.

Requirements:

- Minimum 5 years experience in planning and cooking for formal functions and receptions as a cook in a diplomatic environment, a home, hotel, cruise ship, restaurant, etc.
- Must be familiar with providing personal service or personal assistance.
- Ability to communicate effectively in English and Romanian. Must to be able to read recipes and take requests to prepare food. Driver’s license, good driving skills.
- Good interpersonal skills

Hours: 40 hours a week, some flexibility required.

Applicants can send resumes, references, etc. via email: BucharestRecruitment@state.gov.