

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 and beverages;
- Prepare and serve food and drinks for the household, guests and official receptions, dinners and other functions;
- Prepare dining and serving areas by setting up counters, stands and tables with condiments and silverware;
- Help to serve informal, buffet-style or sit-down 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;
- Drive personal vehicle to perform shopping duties .
- 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 and availability to use personal vehicle.
- Good interpersonal skills

Hours: 40 hours a week, some flexibility required.

**Applicants can send resumes, references, etc. via email: BucharestRecruitment@state.gov.
Closing date for this position: May 27, 2016**