

VACANCY AT THE RESIDENCE of the Ambassador of United States Embassy

The United States embassy is seeking a qualified individual to serve as a Senior Cook/Steward at the Chief of Mission's residence. See details below:

Prepare Meal for the Family: Suggest and develop healthy menus in addition to preferred menus by the Head of the organization. Do food shopping based on weekly or daily schedule of menus. Prepare meals for the family as necessary. Sets up dining room with cutleries appropriate for the particular food service.

Coordinate special functions such as lunch, dinner, party or other reception at the residence. Plan for the function, shops, caters and participates in serving in food at the functions.

Monitors kitchen stock of materials to determine when reordering of items is needed. Contact the GSO, FMM, or MO regarding necessary repairs to kitchen utensils.

Other Duties:

In the absence of the other Steward, assists with hand/machine laundering or ironing and other cleaning work at the residence.

Arranges for repairs of faulty equipment at the residence. Reports potential problems such as mold, insects/pests, leaks etc, to the GSO or FMM and follow up until it is resolved.

May be required to receive visitors, including high level officials. Takes telephone messages as necessary and relay key messages to the Chief of Mission his/her spouse.

POSITION TITLE

**CLOSING DATE FOR
RECEIPT OF APPLICATIONS**

Chief Cook

December 18, 2013

Qualified candidates are encouraged to submit detailed resume and copies of certificates acquired and references to:

Human Resources Office
United States Embassy
Hill Station
Freetown

By handling a sealed envelope to the Security Guards at the entrance of the embassy.

Note: Only short listed candidates will be contacted.