

**VACANCY**  
**POSITION OF CHIEF COOK**  
**RESIDENCE OF THE AMBASSADOR OF**  
**THE UNITED STATES OF AMERICA**

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

**PREPARE MEALS:**

Suggest and develop healthy menus in addition to preferred menus by the Ambassador and/or his spouse. Perform food shopping based on weekly or daily schedule of menus. Prepare meals for the family, as necessary. Set up dining room with cutleries appropriate for the particular food service.

Coordinate special functions such as lunches, dinners, parties, or receptions at the residence. Plan for the function, shop, cater and participate in serving food at the functions.

Monitor kitchen stock of materials to determine when reordering of items is needed. Contact the Facilities Maintenance Section at the U. S. Embassy regarding necessary repairs to kitchen utensils.

**ADDITIONAL DUTIES:**

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

Arrange for repairs of faulty equipment at the residence. Report potential problems such as mold, insects/pests, leaks etc, to the Facilities Maintenance Section at the U. S. Embassy and follow up until work is resolved.

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

**POSITION TITLE**

Chief Cook

**CLOSING DATE FOR RECEIPT OF APPLICATIONS**

**November 14, 2011**

Qualified candidates are encouraged to submit a detailed resume, along with copies of certificates and references, in a sealed envelope and given to the Security Guards at the entrance of the American Embassy at the below location:

Embassy of the United States of America  
Attention: Human Resources Office  
Hill Station, Freetown

**NOTE: Only short-listed candidates will be contacted.**