

Position Vacancy Announcement

OPEN TO: All Interested Candidates

OPENING DATE: June 24, 2013

CLOSING DATE: July 5, 2013

POSITION TITLE: Commissary Assistant

EMPLOYER: American Embassy Employees Association (AEEAT)

WORK HOURS: Full Time: 40 hours per week

BASIC FUNCTION OF THE POSITION:

Responsibilities include:

- Work under the instruction of the General Manger or Operation Manager.
- Washing privately owned vehicles.
- Assist with the unloading of newly arrived goods and restocking items.
- Assist the Association cafeteria as needed.
- Coordinate with general manager or assistant manager to obtain and track goods taken from the commissary for use in the kitchen.
- Follow established food sanitation guidelines.
- Follow all security procedures as established by the Embassy RSO office.
- Assist with catering events.

QUALIFICATIONS:

NOTE: All applicants are instructed to address each selection criterion detailed below with specific and comprehensive information supporting each criterion.

- Experience working in team-oriented environment.
- Must be customer service oriented with skills in dealing with people on all levels.
- Good working knowledge of written and spoken Russian or Uzbek
- Good working knowledge of written and spoken English
- Car wash skills
- Food preparation skills
- Demonstrated computer skills, including MS Office and Quick Books, a plus.
- Able to lift up to 40LBS

TO APPLY: The successful applicant must fully meet qualification requirements. Qualified individuals are requested to submit a cover letter and curriculum vitae addressing each selection criterion detailed above with specific and comprehensive information supporting each item as well as names, contact numbers, and addresses of three professional references.

This information should be should be sent to:

Attn: American Embassy Employee's Association, US Embassy,
3 Moyqorghon St., 5th Block, Yunusobod District, Tashkent 100093, Uzbekistan; Tel:
998-71-140-23-70 or by E-mail: TashkentCommissary@state.gov by COB Friday,
July 5, 2013.

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AEEAT reserves the right to obtain from previous employers relevant information concerning the applicant's past performance and may consider such information in its evaluation. If an applicant does not wish AEEAT to contact a current employer for a reference check, this should be stated in the applicant's cover letter, and AEEAT will delay such reference check pending communication with the applicant.