

AB02000 COOK

Level 2

REPORTS TO (HIERARCHICAL)

Administration Manager/ Activity Supervisor

REPORTS TO (FUNCTIONAL)

Administration Manager/ Activity Supervisor

JOB FAMILY

HR & FIN

MAIN PURPOSE

Prepare meals for patients and **MSF** staff, according to hygiene standards and security rules, in order to ensure their nutritional needs.

ACCOUNTABILITIES

- List item
- Carry out the preparation of meals for staff
- Follow at all times all hygiene standards and security rules.
- Control stock of food so as to ask for anything needed on time, and prepare shopping list and make purchases if required.
- Ensure meals to be served on time.
- If applicable set table before every meal and clean it up after each meal.
- Ensure cleanliness of all facilities, utensils and equipment.
- If domestic cook, ensure the provision of drinkable water during the day and when she / he leaves: cleaning, filling the filter and empty bottles, changing batteries if necessary.
- Look after all equipment provided.
- Keep an inventory of **MSF** kitchen utensils and equipment, i.e. plates, glasses, cutlery, cookware, etc., and ensure its integrity.
- Report all important information (lost, robbery, damages, deterioration, incident, etc.) to superior

EDUCATION

Literacy essential, course on cooking desirable.

EXPERIENCE

Previous experience desirable.

LANGUAGES

Local language essential. Mission language desirable.

COMPETENCIES

- Commitment
- Flexibility
- Stress Management
- Results
- Teamwork
- Service

