
AT01800

HEAD COOK

Level 3

Reports to (Hierarchical)

HR Manager

Reports to (Functional)

HR Manager

Job Family

HR & FIN

Main Purpose

Supervising and planning the preparation of meals for patients and MSF staff, according to MSF protocols, hygiene standards and security rules, in order to ensure their nutritional needs

Accountabilities

- Supervising the preparation of meals for patients and staff, ensuring that meals are served on time and hygiene standards and security rules are followed at all times
- Supervising and monitoring the quality of work of his team, checking that the instructions and guidelines are systematically followed and applied and that the tasks are completed on time
- Ensuring an efficient management of food stock, making sure that shopping lists, orders and purchases are made on time
- Being responsible for the utensils and equipment placed at the disposal of the cooks, carrying out and keeping an inventory, ensuring its integrity and ensuring its replacement when needed
- Ensuring the cleanliness of all facilities, utensils and equipment
- Performing hands on tasks as part of the team

Education

- Basic education
- Literacy

Experience

- Minimum of two years experience as a cook

Languages

- Ability to communicate in mission language

Competencies

- Results and Quality Orientation *L1*
- Teamwork and Cooperation *L1*
- Behavioural Flexibility *L1*
- Commitment to MSF Principles *L1*
- Stress Management *L2*

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