

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
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Education

- Basic education
 - Literacy
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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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