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## **AT01800**

### **HEAD COOK**

**Level 3**

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#### **Reports to (Hierarchical)**

HR Manager

#### **Reports to (Functional)**

HR Manager

#### **Job Family**

HR & FIN

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#### **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

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#### **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
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## Languages

- Ability to communicate in mission language
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## 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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