

**We invite you to apply for the position of
Chef/Cook
at the Residence of the Deputy Ambassador of the United States of America**

Responsibilities:

- Daily preparation of meals for the employer and guests, as per their preference, serving them meals and drinks.
- Planning and preparing representation events, which includes purchases of all ingredients, preparation of high-quality dishes and serving them in an elegant way.
- Assistance in conducting official representational events by setting the table, preparing official rooms for guests, providing bartenders with drinks, ice and glasses, serving dishes, etc.
- Shopping list and shopping for groceries, household needs.
- Running a household fund for small expenses for kitchen and ensuring that there are bills for all purchases and VAT reimbursements. Preparing a weekly expense spreadsheet.
- Keeping inventory of food, beverages and glassware in the house.
- Responsibility for cleanliness and good sanitary habits in kitchen and food storage places; applies to refrigerators, freezers, dishwashers, etc. Polishing silverware and silver.
- Informing the employer about the need for repairs within the scope of your work.
- Opening the door, answering phones and receiving messages if needed. Replacing the House Manager during her vacation.
- Performing other duties as required.

Requirements:

- experience as a chef or cook, references appreciated
- important examinations and a criminal record certificate
- driver's license and car (reimbursement of fuel costs)
- the ability to independently create a menu with attention to cost control
- self-cooking skills
- English at communicative level
- flexibility, willingness to learn, interpersonal skills

Please send your CV by email **by_November 6, 2020 to:**
WarsawRecruitment@state.gov