



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
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Education

Literacy essential, course on cooking desirable.

Experience

Previous experience desirable.

Language Level Description

A2 Basic User

Waystage or elementary

- Can understand sentences and frequently used expressions related to areas of most immediate relevance (e.g. very basic personal and family information, shopping, local geography, employment).
 - Can communicate in simple and routine tasks requiring a simple and direct exchange of information on familiar and routine matters.
 - Can describe in simple terms aspects of his/her background, immediate environment and matters in areas of immediate need.
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