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| **Title:** | COOK | |
| **Generic Function:** |  | |
| **Code:** | AB02000 | |
| **Level:** | 2 | **(E)** |

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| **Position in the Organization** | |
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| **Reports to (Hierarchical):** | Administration Manager/ Activity Supervisor |
| **Reports to (Functional):** | Administration Manager/ Activity Supervisor |
| **Job Family:** | HR & FIN |
| **Supervises (Function):** |  |

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| **Main Purpose** |
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| Prepare meals for patients and **MSF** staff, according to hygiene standards and security rules, in order to ensure their nutritional needs. |

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| **Accountabilities** |
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| * 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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| **MSF Section/Context Specific Accountabilities** |
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| **Requirements** | |
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| **Education** | Literacy essential, course on cooking desirable. |
| **Experience** | Previous experience desirable. |
| **Languages** | Local language essential. Mission language desirable. |
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| **Competencies** | * Commitment * Flexibility * Stress Management * Results * Teamwork * Service |

This job description may be amended in line with the activities or evolution of the Mission.

By signing, the employee acknowledges that he/she has read, understood and accepted this document.

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| **Employee Name/ Surname** |  |
| **Place and date:** |  |

Signature of the employee:

*(To be signed in two copies, one for the employee and one for the employer)*

**MSF is a civil society initiative that brings together individuals committed to the assistance of other human beings in crisis. As such MSF is by choice an association.  
 Each individual working with MSF does it out of conviction and is ready to uphold the values and principles of MSF.**