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| **Title:** | HEAD COOK | |
| **Generic Function:** |  | |
| **Code:** | AT01800 | |
| **Level:** | 3 | **(E)** |

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

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| **Main Purpose** |
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| 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** |
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| * 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 sys-tematically 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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| **MSF Section/Context Specific Accountabilities** |
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| **Requirements** | |
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| **Education** | * Basic education * Literacy |
| **Experience** | * Minimum of two years experience as a cook |
| **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* |

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.**