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## **AB02000**

### **COOK**

**Level 2**

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

Administration Manager/ Activity Supervisor

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

Administration Manager/ Activity Supervisor

#### **Job Family**

HR & FIN

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#### **Main Purpose**

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**

- 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.

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## **Experience**

Previous experience desirable.

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