

---

## AT01800

### HEAD COOK

Level 3

---

#### Reports to (Hierarchical)

HR Manager

#### Reports to (Functional)

HR Manager

#### Job Family

HR & FIN

---

#### Main Purpose

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

---

#### Accountabilities

- 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 systematically 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
- 

#### Education

- Basic education
  - Literacy
-

**Experience**

- Minimum of two years experience as a cook

**Languages**

- Ability to communicate in mission language

**Competencies**

- Results and Quality Orientation *L1*
- Teamwork and Cooperation *L1*
- Behavioural Flexibility *L1*
- Commitment to MSF Principles *L1*
- Stress Management *L2*

Generated at 2024-05-05 04:52:57 +0000