

**HQ EUFOR CIVILIAN JOB DESCRIPTION**

**PART I-ADMINISTRATIVE**

**POST NO:** CL DFC 120

**DATE:** 01 OCT 2020

**HQ/UNIT:** HQ EUFOR / DCOS SPT / HQ CAMP CMDT / FOOD SERVICE

**DUTY LOCATION:** Sarajevo, BIH

**JOB TITLE:** COOK

**NATIONALITY:** National

**SERVICE:** CIV

**GRADE:** LCH-3

**PART II – CE DUTIES**

A. **POST CONTEXT:** Employed as a shift worker within a team, responsible to the Senior Catering Manager for the preparation, production and service of varied menus for a busy multi national dining facility.

B. **REPORTS TO:** SENIOR CATERING MANAGER (ICC) / DEPUTY CATERING MANAGER (LCH)

C. **PRINCIPAL DUTIES**

- Responsible in working below the Head Cook and Supervisor Cook for meal preparation and production including soups, meats, potatoes, vegetables, and sauces etc.
- Responsible for serving high quality meals in an International Dining Facility feeding soldiers for approx. 23 different Nations supporting the NATO / EU mission.
- Responsible for adhering to the kitchen 5 x weekly menu cycle and maintaining the correct dishes and recipes at all times.
- Responsible for high standards of food preparation, cookery, hygiene and cleanliness.
- Adhere to all health and hygiene practices within the kitchen department.
- Ensure that Dining Facility Policies are adhered to as per Food Service Department Statement of Work.

D. **ADDITIONAL DUTIES**

- Perform all other related duties as allocated by Senior Catering Manager/Deputy Catering Manager.

**PART III – QUALIFICATIONS**

A. **ESSENTIAL QUALIFICATIONS**

1. **PROFESSIONAL EXPERIENCE:** 2 years experienced in bulk catering feeding. Experienced with working in a team on shift operations.

2. **EDUCATION/TRAINING:** Basic cookery qualifications in kitchen and larder.
3. **SECURITY CLEARANCE:** Certificate of Non-Criminal Record – HQ Security screening
4. **LANGUAGE (listening, speaking, reading, and writing):** English 1 1 1 1
5. **STANDARD ADP KNOWLEDGE:** Not essential.

**B. DESIRABLE QUALIFICATIONS**

1. **PROFESSIONAL EXPERIENCE:** Minimum 3 years as a Cook within a large catering organisation.
2. **EDUCATION/TRAINING:** Trained at a recognised catering college and awarded appropriate qualifications for a Cook position.
3. **LANGUAGE:** English not essential.

**C. CIVILIAN POSTS**

1. **PERSONAL ATTRIBUTES:** Adherence to company procedures. Seeks approval from correct authority for changes. Ability to maintain social, organisational, and ethical norms in job-related activities. Ability to mix easily with other people. Outgoing, participative. Willingness to participate as a full member of team of which the jobholder is not necessarily leader; effective contributor.
2. **PROBLEM SOLVING:** Requirement to evaluate and solve routine, simple, similar repetitive problems involving little or no judgment.
3. **MANAGERIAL RESPONSIBILITIES:** No managerial or supervisory responsibilities involved.
4. **PROFESSIONAL CONTACTS:** No professional contacts other than normal day-to-day working relations with immediate associates and/or own supervisor, as dictated by the nature of the work.
5. **CONTRIBUTION TO THE OBJECTIVE:** The work covers a routine, single subject or a few similar and well defined simple tasks. Work is performed under supervision, clear guidance and precise rules, where only simple and routine evaluations are needed to reach simple, minor decisions. Performance of duties may have minimum impact on the efficiency, image and the financial resources of the HQ.
6. **WORK ENVIRONMENT:** The work environment has extremely undesirable effects on the work performed. Regular exposure to noise, dust, heat, oil, fumes, difficult and dangerous technical working conditions create a negative impact.

- D. REMARKS:** Will be required to work flexible hours and respond to emergencies as required.

### **EMPLOYMENT CONDITIONS**

The successful candidate will be offered a 12 month initial contract which may be followed by an indefinite duration contract, subject to satisfactory performance, and the continued operational need/funding for the position.

The starting salary for a LCH-3 position is EURO 755.00 per month (exempt from local taxation).

Other employment benefits include:

- Affiliation to a Cigna Group Medical Insurance Scheme (premiums shared);
- 24 annual leave days per calendar year;
- 4 fixed and 6 floating official holidays;
- Enrollment into the host nation social security scheme (premiums covered by EUFOR);

### **WHO CAN APPLY?**

Internal and external candidates who are nationals or legal residents of Bosnia and Herzegovina are invited to apply for this vacancy notice.

In order to apply, all candidates (internal and external) must fill in and submit the NHQ Sa application form available on our website <http://www.euforbih.org/eufor/index.php/vacancies-a>

Documents should be submitted by email to: [Vacancies@eufor.europa.eu](mailto:Vacancies@eufor.europa.eu)

Applications which do not meet the above-mentioned prerequisites will be automatically rejected.

Due to the broad interest in HQ EUFOR and the large number of potential candidates, telephone or email enquiries cannot be dealt with. Only successful candidates selected for the interviews will be further contacted by the HQ EUFOR recruitment board.