AB02000
COOK

Level 2

Reports to (Hierarchical)
Administration Manager/ Activity Supervisor

Reports to (Functional)
Administration Manager/ Activity Supervisor

Job Family
HR & FIN

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

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

Education
Literacy essential, course on cooking desirable.

Experience

Previous experience desirable.

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