MT04600
MEDICAL HEAD COOK

Level 3

Reports to (Hierarchical)
Logistics Manager / Activity Manager

Reports to (Functional)
Activity Manager/Project Medical Referent

Job Family
Logistics / Medical and Paramedical

Main Purpose
Supervising, training and guiding cooks ensuring the preparation of nutritious and balanced meals for staff or patients; ensuring raw materials availability as well as observation of hygiene standards and security rules. This will be done according to local context and to the location of the position (i.e. Health Facility, Nutrition Intervention, Domestic, etc.)

Accountabilities
- Knowing, applying and ensuring respect of universal hygiene standards and security rules for meals preparation.
- Determining food quantities to prepare, assuring the needed items are available and checking the quality of the food. This will be done in close collaboration with the logistics, medical or administration department, depending on the location of the position (i.e. Health Facility, Nutrition Intervention, Domestic, etc.)
- Supervising and participating in the preparation of meals for staff or patients. Ensuring the meals are served on time.
- Supervising integrity of equipment (kitchen utensils), infrastructures and hygiene conditions in the kitchen, including quality of water (i.e. filtered, boiled, etc.)
- Ensuring daily management of cooks (working time, shifts, absences, leaves, etc.), supervising and evaluating the quality of their work, and ensuring training if needed.
- Looking after and being responsible for all equipment provided.
- Reporting any relevant information to the line manager.

Education
Literacy.

Experience

Prior experience as a cook. Desirable experience as a team supervisor

Languages

Essential, local language; mission working language desirable

Knowledge

Desirable knowledge of basic mathematics and use of measuring equipment

Competencies

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

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