

Job Title: Cook

Organisation: Embassy of Ireland in Jordan

The Embassy of Ireland is seeking a top quality, experienced and creative Cook to work at the Ambassador's official Residence. The Cook in the Ambassador's Residence is accountable for preparing and serving food as requested for the Ambassador and family, and for events at the Residence. The Cook is also responsible for the orderliness, safety and cleanliness of the kitchen and service area.

The Cook will have a central role in the running of the Residence. He/She will work directly to, and on instruction from, the Ambassador, his family, other relevant Embassy of Ireland Staff and Residence Staff. This position will include responsibility for both day to day cooking duties and also responsibility for all Representational events at the Residence, including diplomatic dinners, diplomatic receptions, and other events.

Key Job Duties

- Coordinate with the Office Manager to arrange driver for food shopping or other kitchen/cooking supplies/equipment.
- Buy food, groceries and cleaning products, keeping receipts for all. This includes ensuring a continuous supply of key food items as requested.
- Prepare and serve food as requested by the Ambassador and family.
- Plan, budget, prepare and cook for events at the Residence, including dinners, lunches, breakfasts, and receptions. This also includes managing external waiting staff at these events.
- Support external caterers for when large events are catered by outside companies.
- Ensure cleanliness and maintenance of kitchens, kitchen equipment and appliances.

Skills and Qualifications

- Top quality cook with excellent references from previous employers
- Proficiency in the English language
- Higher level qualification in culinary arts or as a trained chef.
- Experience in cooking obtained by working in hotels or private homes, ideally within foreign or expatriate residences.
- Positive, professional attitude.
- Willingness to learn, deepen and broaden cooking skills.

Terms of Employment

- (i) Salary and benefits: Gross salary is 800 JOD per month (Gross annual salary of €12,00). The Employer will pay employer's contribution to the local Health Insurance and Social Security provider. Employees contributions will be deducted at source, as will tax contributions.

- (ii) Working hours: This is a full time position at the Residence of the Ambassador of Ireland. Working hours are 40 hours (TBC) a week. When official events are being held at the Residence (as outlined above), the Cook will be required, as instructed, to be present to organise, cook, instruct caterers and servers, and oversee the event. Hours of attendance will be agreed from time to time with the Employer.
- (iii) Uniforms will be provided by the Employer
- (iv) Illness provision: if you are unable to attend for duty due to illness, you should immediately notify the office manager at the Embassy of Ireland. All sick leave requires certification by a medical practitioner. In case of illness, salaries will continue to be paid for up to 4 weeks.
- (v) Annual leave: your annual leave entitlement is 20 days per year. Extra to this you are entitled to Jordanian public holidays. If you are required to work a public holiday, you will receive compensatory leave within a reasonable timeframe.
- (vi) Confidentiality: all information which comes to your attention or which is disclosed to you in the course of your work at the Residence is to be regarded as confidential. The disclosure of such information to a third party will be cause for immediate dismissal.