



## VACANCY ANNOUNCEMENT FOR

### COOK

#### AT THE SWISS AMBASSADOR'S RESIDENCE

**OPEN TO:** All Interested Candidates

**POSITION:** Cook, Swiss Ambassador's Residence

**OPENING DATE:** January 27, 2023

**CLOSING DATE:** February 28, 2023

**WORK HOURS:** Part-time; 30 hours/week

**SALARY:** Starting salary will be determined on the basis of qualifications and experience, and/or salary history.

**LOCATION:** Yerevan

**EMPLOYMENT TERM:** Permanent contract

The Ambassador's Residence at the Embassy of Switzerland in Armenia is seeking an individual for the position of Cook.

#### **BASIC RESPONSIBILITIES OF POSITION**

Responsible for the overall functioning and performance of the Residence Kitchen and for all food-related requirements of the Residence.

- Day-to-day planning and operation of the Residence Kitchen, to include preparation and presentation of food items, for the Ambassador and guests and for special events.
- Ensuring quality and health standards of food prepared to the highest possible levels.
- Proper utilization, accountability, and inventory tracking of raw materials and kitchen equipment.
- Ensuring proper storage of food items at all times.
- Preparing list of items to be purchased for the kitchen and shopping for food locally.
- Ensuring cleanliness in the kitchen area, including equipment, utensils, surrounding areas, etc.
- Performing any other services and duties associated with the position and additional work in connection with kitchen operations.
- Overview the daily activities of the housekeeper of the residence
- Performing any other work as assigned by the Ambassador.

#### **QUALIFICATIONS REQUIRED**

All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.

- Professional training, preferably from a quality hotel or a specialized training center.
- Knowledge of continental is a must; knowledge of middle-eastern cuisine is a plus

- Minimum of three years of related experience.
- Good working knowledge (reading/speaking) of English and Armenian.

### **BENEFITS:**

Bonus system linked to performance appraisal, annual salary review, membership to Old age, disability and survivor's insurance system of Swiss government, medical and global business travel insurance, free language courses, professional development trainings, child allowance, paid annual leave, paid local and Swiss public holidays.

### **TO APPLY**

Interested applicants for this position should submit the following:

- A current resume or curriculum vitae that provides the information listed below, plus
- Any other documentation (e.g., certificates, awards) that addresses the qualification requirements of the position as listed above.
- Two reference letters from former employers with phone numbers and e-mail addresses

### **The resume or curriculum vitae must include the following information:**

- Date of Birth
- Place of Birth
- Citizenship
- First, Middle, & Last Names as well as any other names used
- Current Address and phone numbers
- If foreign national, eligibility to work in Armenia (work/residency permits should be attached)
- Education
- License, Skills, Training, Membership, and Recognition
- Language Skills
- Work Experience
- Notice Period to current employer

### **SUBMIT APPLICATION TO:**

**Letter box** of the Embassy of Switzerland in Armenia

2/1 Melik-Adamyán street, Yerevan 0010, Armenia

or

**By Mail:** [yerevan.hr@eda.admin.ch](mailto:yerevan.hr@eda.admin.ch)

Please write “**Application for Cook, Swiss Ambassador's Residence**” in the Subject of the e-mail for electronic submission; or on the envelope or cover page, in case of print copy submission. Applications without the above mentioned position title will not be accepted.

Only applicants who are selected for the interview will be contacted.

Please do not contact the Embassy of Switzerland in Armenia by telephone or in writing. This job description is preliminary. It may be adapted in the course of the first three months of the assignment.

### **LAST DATE FOR SUBMITTING APPLICATIONS:**

Tuesday, February 28, 2023 18:00pm local time. Applications received after this date will not be considered.