

Approved  
Hpa



## Vacancy Announcement

Samaritan's Purse is a non-denominational evangelical Christian organization providing spiritual and physical aid to hurting people around the world. Since 1970, Samaritan's Purse has helped meet needs of people who are victims of war, poverty, natural disasters, disease, and famine with the purpose of sharing God's love through His Son, Jesus Christ. Samaritan's Purse International Relief is seeking to hire qualified persons to fill the following position.

**Vacancy: Chef**

**Reports to: Base Manager**

**Duty Station: Maban**

**Start Date: ASAP**

**Deadline of Application: 6<sup>th</sup> March 2018**

Approved  
RRC Juba  
Chen Zhan



### SUMMARY OF THE POSITION

The Head Chef will work closely with the base Manager and the Area Logistics Manager while executing his duties. A head chef, also sometimes known as a head cook, oversees many diverse aspects of mess or eatery. They manage and work closely with other cooks, create menu items and determine food inventory needs

### MAJOR DUTIES AND RESPONSIBILITIES:

- Be involved in staffing of the kitchen, developing menu offerings, forecasting supply needs and estimating costs.
- Prepare adequate and varied menus for base staff and all departments using locally available food staffs and sourced from elsewhere.
- Plan and prepare weekly work schedule for the cooks with the assistance of the base Manager
- Ensure that high standards of sanitation, cleanliness, and safety is maintained at all areas of the kitchen
- Provide daily and weekly reports to the base Manager
- Establishes controls to minimize food and supply waste and theft
- Safe guards all food preparation employees by implementing training to increase their knowledge about safety, sanitation and accident prevention principles
- Attend Kitchen and cleaning staff meetings
- Cooks or directly supervises the cooking of items that require skillful preparation.
- Evaluates food products to ensure that quality standards and food safety are consistently attained.
- Establishes and maintains a regular cleaning and maintenance schedule for all Kitchen areas and equipment.
- With a generous and serving spirit perform all other tasks & responsibilities assigned for the benefit of SP
- Attend daily devotions at 8:00 am Monday through Friday.

- Be present on the Compound from 8:00 am to 5:00 Pm Monday through Sunday.
- Report directly to the base Manager and the Area Logistics Manager with questions or Concerns

### SPIRITUAL NURTURE

- Attend daily morning devotions and participate in prayer support for the ministry, its donors and volunteers
- Maintain a strong Christian witness to colleagues, vendors, charitable beneficiaries, and the general public.
- Assess, manage, and report critical physical, emotional, or spiritual concerns of supervised staff.

### KNOWLEDGE AND SKILLS

- Diploma or certificate in catering is preferable
- At least 3 years' experience working in a similar position in an International humanitarian organization.
  - Proven experience as head chef
  - Proven ability of kitchen management
  - Ability in dividing responsibilities and monitoring progress
  - Outstanding communication and leadership skills
  - Up-to-date with culinary trends and optimized kitchen processes
  - Credentials in health and safety training
  - Fluent in spoken and written English and Arabic

**How to apply:** Any interested applicants are required to submit an application letter, copies of academic certificates, updated CV, copy of National ID card for clear nationality identification to Samaritan's Purse – Maban Office by **6<sup>th</sup> March, 2018**. Only South Sudanese applicants will be considered for this position.

Application can also be sent via email to: [RecruitMaban@Samaritan.org](mailto:RecruitMaban@Samaritan.org)

We do appreciate your interest in working with us. However, only short listed candidates will be contacted.

Approved:

RRC Juba  
Cehun Jgashin

