CATERER

DUTY STATION: Brcko

CONTRACT TYPE: National

PURPOSE AND SCOPE OF POSITION:

The selected candidate will support the work of the General Services section. He/she will work under the general supervision of the Head of the Administrative Management Division and under the direct supervision of the Administration Manager.

DUTIES AND RESPONSIBILITIES:

· Preparation of drinks.

· Serving of drinks and food.

· Crossing of consumption of kitchen cards, checking of serial numbers of kitchen cards.

· Setting up of conference rooms for meetings.

· Clearing of conference rooms after meetings.

· Recording of all material consumption, including that for hospitality, on a daily or weekly basis (as applicable) on the recording forms and books provided or as otherwise directed by the Finance section.

· Maintaining a hygienic state of the kitchen.

· Securing provisions when the kitchen is unattended and locking the kitchen at night.

· At the end of the day a reserve of coffee and water is to be put outside the locked kitchen for the staff on late shift.

· Maintain a written inventory of all drinks items. Report profit/loss to Finance.

· Ensure that the fridge is kept fully stocked.

· Check quality and Exp. Date of delivered items.

· Maintain written inventory of kitchen dishes and other hardware.

· Ensure that equipment is in good order and propose of ordering of new equipment to Maintenance Officer.

· When on leave / illness covered by Kitchen Staff / Delegated cleaner

PROFESSIONAL REQUIREMENTS / QUALIFICATIONS:

· Completed secondary education;

· Professional experience of at least three years in a similar role in an international organization;

· Fluent written and oral English;

· Good computer skills essential;

· Strong organizational and communication skills;

· Flexibility and ability to work under stress and to work long hours.

Any personnel with the above qualifications should provide (in English) a CV with a one-page cover letter and references to the following:

Personnel Department
Office of the High Representative
Emerika Bluma 1, 71000 Sarajevo
Bosnia and Herzegovina
Fax: +387 (0) 33 283 771 E-mail: application@ohr.int

Reference number: 2004/199 must be quoted
Closing date for applications: 7 May 2004

Only short-listed candidates will be contacted
No telephone inquiries please