



U.S. Consulate General, Chennai, INDIA

VACANCY ANNOUNCEMENT FOR CHEF (CHEF DE PARTIE LEVEL)

AT

AT CONSUL GENERAL'S RESIDENCE

VACANCY ANNOUNCEMENT NUMBER – 2022-ORE-01

OPEN TO: All Interested Candidates

POSITION: Chef at Consul General's Residence *

OPENING DATE: August 1, 2022

CLOSING DATE: August 15, 2022

WORK HOURS: Full time; 5 days/ week;

SALARY: INR 4,70,000- 5,20,000 per annum (Starting salary will be determined on the basis of qualifications and experience, and/or salary history)

NOTE: *The hired employee will be paid by and work under contract with the Principal Employer. S/he will not be an employee of the United States Government.

ALL ORDINARY RESIDENT APPLICATIONS MUST HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

ONLY THOSE WHOSE APPLICATIONS HAVE BEEN TAKEN INTO CONSIDERATION WILL BE CONTACTED FOR INTERVIEW AND / OR TEST.

The U.S. Consul General's Residence in Chennai is seeking an individual for the position of Chef at the Chef de Partie level.

BASIC FUNCTION OF POSITION

The position is responsible for preparing, cooking, and presenting/serving meals for official events as well as the household residents and guests at the Consul General's Residence (CGR). The incumbent will organize representational and other special events hosted by the Employer and oversee the procurement and preparation of food and drinks.

The candidate must demonstrate advanced cooking skills: must have experience as a chef or at least be a highly qualified cook, skilled in Western, Indian, and Asian food. The Chef must be able to prepare meals for representational events and supervise any additional kitchen staff. The Chef must be able to prepare food for a sit-down dinner event for 20-24 high-level guests with creative menu planning.

QUALIFICATIONS REQUIRED

NOTE : All applicants must address each selection criterion detailed with specific and comprehensive information supporting each item. Services shall include, but not limited to, the following duties and responsibilities:

1. Demonstrate advance cooking skills and should be able to cook Western, Indian as well as Asian food. The chef will prepare and manage delivery of meals for personal and representational events.
2. Will be skilled in creative menu planning, proper buffet arrangements, and serving.
3. Plan, procure grocery and vegetables for a compiled menu.
4. Work closely with and under the supervision of the Residence Manager to ensure a coordinated approach to entertaining at the CGR.
5. On a weekly basis, provide an accounting of all food and related expenses using Microsoft Excel.
6. Request, where appropriate, kitchen, serving and cookware, and expendable supplies and inform the Residence Manager for procuring the items.
7. Ensure food handling and storage comply with the highest health and safety standards.
8. Be able to accommodate diverse dietary needs.
9. Serve personal and other meals to the household residents and guests. Set, dress, and serve the table.
10. Organize representational and other special events hosted by the Employer.
11. Develop menus using Microsoft Word in consultation with the Residence Manager and the Employer, with budget/cost estimates for each event.
12. Oversee and assist in serving refreshments and food during events.
13. Maintain high level hygiene and cleanliness of the food preparation area.
14. The chef should be able to prepare meals for a sit-down dinner of 20-24 high-level guests, with support that may include additional wait staff for the event and/or be partially catered. All subject to agreement with the Employer.

15. Work closely with the Residence Manager for any support or logistics required for such events.
16. Submit expenditure statements using Microsoft Excel with receipts to the Employer for all representational events.

PERSON PROFILE

1. Three-year minimum work experience demonstrating progressive levels of responsibility, or other similar field is required;
2. Strong command of English and Tamil language to deal with visitors, domestic staff, and to assist in interpretation as needed;
3. Strong social skills, etiquette and discretion to deal with constant flow of VVIPs, VIPs, guests, and a small team of CGR Residence domestic staff;
4. A good knowledge of word processing, spreadsheets, and internet research is required;
5. Ability to supervise, work under pressure, and use one's initiative required;
6. Experienced chef who can run a kitchen;
7. Skilled in Western, Indian, and Asian cooking, including desserts;
8. Open to new recipes and culinary trends;
9. Able to adjust cooking to meet Employer requirements;
10. Excellent communication skills;
11. Collegial;
12. Organized: can plan and deliver dining events;
13. Trustworthy and honest;
14. Able to read recipes/cookbooks and execute them successfully.

TO APPLY

Interested applicants for this position should submit the following:

1. A current resume or curriculum vitae that provides the below information, **plus**
2. Any other documentation (e.g., certificates, awards) that addresses the qualification requirements of the position as listed above.

The resume or curriculum vitae must include the below information.

- A. Position Title
- B. Vacancy Announcement Number
- C. Date of Birth
- D. Place of Birth
- E. Citizenship (list all)
- F. First, Middle, & Last Names as well as any other names used
- G. Current Address and phone numbers

- H. If foreign national, eligibility to work in India (work/residency permits should be attached)
- I. List any relatives or members of your household that work for the U.S. Government (include their Name, Relationship, Agency, Position, Location)
- J. Education
- K. License, Skills, Training, Membership, & Recognition
- L. Language Skills
- M. Work Experience
- N. Notice Period to current employer
- O. References and contact information (email and cell phone)

SUBMIT APPLICATION TO:

U. S. Consulate General Chennai
Human Resources Office
220 Anna Salai
Chennai 600 006
Or
E-mail: Chennai-Vacancies@state.gov

POINT OF CONTACT

Human Resource Office
Telephone: 91 44 2857 4115

Please insert “Application for Chef, CG Residence” in the Subject of the E-mail for electronic submission, or on the envelope in case of print copy submission. Applications without the position title “Application for Chef, CG Residence” will not be accepted.