**Job Description**

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| **Job Title:** | **Cook** |
| **Department/Location:** |  |
| **Band:** |  |
| **Reports To:** |  |
|  | |
| **Background:** | |
| Insert two – three sentences about what CRS is doing in this emergency | |
| **Primary Function:** | |
| The Cook performs all duties related to the preparation of meals for staff. Maintaining a high level of hygiene in the kitchen and in food preparation is of utmost importance. | |
| **Job Responsibilities:** | |
| 1. Prepare and serve daily meals as required 2. Keep the kitchen and cooking utensils clean 3. Administer food money – track food expenses and balance; 4. Follow good hygienic rules in personal cleanliness and food preparation 5. Prepare firewood as needed for kitchen and office 6. Assist in any cleaning and related work, as required; 7. Assist in preparing for visitors and guests, 8. Assist the Administration Officer manager to organize parties and meetings and guests 9. Prepare shopping needs and do shopping as necessary, always trying to keep costs down to reasonable levels. 10. Be available to help the Admin. Manager to organize parties and meetings. 11. Conduct himself/herself both professionally and personally in such a manner as to bring credit to CRS and to not jeopardize its humanitarian mission in Afghanistan; 12. Other duties as assigned. | |
| **Supervisory Responsibilities:** | |
| None | |
| **Key Working Relationships:** | |
| **Internal:** | |
|  | |
| **External:** | |
|  | |
| **Competencies:** | |
| 1. Manifests CRS mission, values, and guiding principles to help improve the lives of the poor, vulnerable, and voiceless. 2. Makes responsible and efficient use of time, talent, money, assets, and natural resources to achieve plans and goals. 3. Builds and maintains mutually beneficial relationships through solidarity. 4. Builds the capacity of self, staff and partners to continue learning and innovating to better fulfill our mission. | |
| **Qualifications:** | |
| 1. Responsible and trustworthy, punctual, clean. 2. A working knowledge of English is desired. 3. Must have initiative and work largely unsupervised. 4. Can cook vegetarian and meat-based meals. 5. Understands and the importance of hygiene in food preparation. | |
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| **This job description is not an exhaustive list of the skill, effort, duties, and responsibilities associated with the position.** | |