MT04600
MEDICAL HEAD COOK

Level 3

Reports to (Hierarchical)
Logistics Manager / Activity Manager

Reports to (Functional)
Activity Manager/Project Medical Referent

Job Family
Logistics / Medical and Paramedical

Main Purpose
Supervising, training and guiding cooks ensuring the preparation of nutritious and balanced meals for staff or patients; ensuring raw materials availability as well as observation of hygiene standards and security rules. This will be done according to local context and to the location of the position (i.e. Health Facility, Nutrition Intervention, Domestic, etc.)

Accountabilities
- Knowing, applying and ensuring respect of universal hygiene standards and security rules for meals preparation.
- Determining food quantities to prepare, assuring the needed items are available and checking the quality of the food. This will be done in close collaboration with the logistics, medical or administration department, depending on the location of the position (i.e. Health Facility, Nutrition Intervention, Domestic, etc.)
- Supervising and participating in the preparation of meals for staff or patients. Ensuring the meals are served on time.
- Supervising integrity of equipment (kitchen utensils), infrastructures and hygiene conditions in the kitchen, including quality of water (i.e. filtered, boiled, etc.)
- Ensuring daily management of cooks (working time, shifts, absences, leaves, etc.), supervising and evaluating the quality of their work, and ensuring training if needed.
- Looking after and being responsible for all equipment provided.
- Reporting any relevant information to the line manager.

Education
Literacy.

Experience

Prior experience as a cook. Desirable experience as a team supervisor

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Language Level Description
B1 Independent User
Threshold or intermediate

- Can understand the main points of clear standard input on familiar matters regularly encountered in work, school, leisure, etc.
- Can deal with most situations likely to arise while travelling in an area where the language is spoken.
- Can produce simple connected text on topics that are familiar or of personal interest.
- Can describe experiences and events, dreams, hopes and ambitions and briefly give reasons and explanations for opinions and plans.

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