

Seeking a well-qualified full-time employee to fill the roles of

**Chef and Residence Manager**

for one of the official U.S. Embassy residence in Mauritius

**Major Duties and Responsibilities**

The managerial responsibilities of the position include but are not limited to the following:

- Plans and executes official representational events in close coordination with the principal and/or his/her spouse;
- Keeps and replenishes stock of household material as needed;
- Selects wine for representational events and keeps inventory of wine cellar;
- Sets tables; upon occasion making flower arrangements;
- Serves private as well as official meals (breakfast, lunch, dinner, receptions);
- Stocks, prepares, and serves beverages at receptions, teas, etc.;
- Answers the door and the telephone, and relays messages if required;
- Consults daily with the principal or his/her spouse, reporting on possible maintenance and repair needs in the residence;
- Recruits, coordinates, and manages additional waiters for representational events when required.
- Supervises Housekeeper and other staff at the residence

The culinary responsibilities of the position include but are not limited to the following:

- Prepares meals for the principal and his/her family, which may consist of three meals per day (breakfast, lunch, dinner - 3 course meals);
- Creates and decides on menus as appropriate to the occasion;
- Prepares receptions, luncheons and dinners that may range in size.(seated lunches/dinners, buffet lunch/dinners, receptions, teas, etc.), ensuring first class dish presentation;
- Maintain inventories for all stock and stores at the Residence of the Ambassador;
- Is responsible for the coordination of all food shopping;
- Maintains detailed and accurate accounting records (receipts and books) of all purchases, this includes ensuring that food items purchased for official events and for official residence expenses are identified in the petty cash register and held separate from private shopping expenditures;
- Is responsible for the cleanliness and good sanitary practice in the kitchen and food storage area;
- Performs other duties as assigned.

**Qualifications Required for Effective Performance**

**Education:** Secondary school and vocational training in the hotel, restaurant or residence management and/or formal culinary training.

**Work Experience:** Minimum five years' experience as a hotel, restaurant or residence manager or similar position or five years' culinary experience in a well-regarded establishment.

**Language skills:** Good working knowledge (level III) of English and French.

**Abilities and Skills:** Should be knowledgeable in the smooth running of a hotel, restaurant or residence, and well-versed in all areas of service, hosting, etc. Must be tactful and discreet and have

good interpersonal skills. Must be familiar with different styles of cooking (American, French, European, Mauritian); and must be able to work within a budget. Must be inventive, flexible, and able to adapt or “upgrade” a private meal to an official one on short notice. Creates and decides on menus as appropriate for the occasion.

Salary to be negotiated. If you are interested in applying for this position, please submit a cover letter, your c.v. and portfolio of menus (if available). Applications should be addressed to the Management Officer at the U.S. Embassy, 4<sup>th</sup> Floor, Rogers House, John Kennedy Street, Port Louis. We regret that owing to high demand only applicants selected for interview will be contacted. The deadline for submitting applications is September 6, 2019