

 **JOB OPPORTUNITY**

**Cook / Household Manager**

The Australian Embassy is seeking a flexible and personable person to be the cook and household manager at the Ambassador’s residence.

The position is part time hours (probably 8 to 18 hours per week, over two or three days – usually weekdays). It will be a casual arrangement, employed directly by the Ambassador, with the opportunity potentially in the coming year to make it permanent part-time. Weekly working hours vary, so flexibility is essential – but we can also work around your schedule for the right person.

Under limited supervision, the cook/house manager will:

* plan menus and prepare well-presented food for the Ambassador’s official lunches and occasional dinners. This should be different dishes. Official lunches are usually for less than 8 people, but occasionally may be bigger.
* keep the kitchen and house in good order, including some cleaning responsibilities (see below)
* help manage other parts of the Ambassador’s house, including shopping and scheduling repairs
* on occasion, supervise other occasional casual staff such as waiters or help as a waiter (if needed).

The successful applicant (you) should be proficient across a broad range of cooking skills and different cuisines (or willing to quickly teach themselves). You should be able to maintain a kitchen, including monitoring key food stocks. You should ideally have work experience cooking elsewhere, but not essential if you have the skills and willing to learn more.

Ideally, you will also do the cleaning in the house (which means extra hours per week), but we could consider employing a separate cleaner if you prefer (which you would manage).

The successful candidate will also be highly trustworthy, professional and discrete. They should be friendly, have high standards of cleanliness/hygiene, and have good customer service skills.

A working knowledge of English is required. Having a drivers licence is preferred.

Hourly rate from $9-11/hr, higher if experienced (and after trial). Meals usually included during shifts.

Please submit your interest and CV to majuro.embassy@dfat.gov.au by 17 November.