



Office Cook

About SDROA

Research and Development Organization for Afghans is a nongovernmental organization (SDROA). We are the implementing partner for US embassy for Lincoln Learning Centers across Afghanistan. Currently, we are operating in 21 provinces of Afghanistan. The learning centers are equipped with computers, books, magazines and other reading materials. These centers offer educational/programs for various audience.

Job Summary

We are looking for a skilled **Cook** to prepare delicious meals according to the menu. An excellent cook must be able to follow instructions in cooking and delivering well-prepared meals. They must be deft in moving around the kitchen and apt in multi-tasking. Experience in using various ingredients and cooking techniques is also important.

The cook is required to follow all the rules and regulation of SDROA and Government of Afghanistan.

Job Details

Date Posted:	5 June 2018	Reference:	219
Closing Date:	15 June 2018	Work Type:	Full Time
Number of Vacancies:	1	Gender:	Any
Functional Area:	General	Open Ended:	Yes
Nationality:	Afghan	Salary Range:	NTA Salary Scale
Contract Type:	Contractor	Years of Experience:	0 Year(s)
Contract Duration:	3Year(s) & 0 Month(s)	Extension Possibility:	Open Ended
Probation Period:	3 Months		

Duties and Responsibilities

1. Preparing meals for office staff as per pre-determined schedule.

تهیه غذا برای کارمندان دفتر مطابق مینو

2. Ensure that enough food is cooked for the staff and keep left overs to minimum level.

تهیه غذای کافی برای تمام کارمندان و جلوگیری از پخت زیاد غذا

3. Ensure that night guards have food.
حصول اطمینان تا برای گارد های شب باش غذا کافی موجود باشد
4. Ensure hygiene in the Kitchen while cooking
مراعات نمودن تمام اصول صحی در حین پخت و پز
5. Use proper clothes and mask is required during serving.
داشتن لباس مخصوص برای پخت و پز و استفاده از ماسک حین توزیع غذا
6. Keep the kitchen clean including the utensils.
بهداشت مکمل داخل آشپزخانه با وسایل آشپزخانه.
7. Providing groceries from Bazaar.
خریداری مواد خام برای پخت غذا.
8. While using gas, safety is first.
استفاده مطمئن از گاز.
9. To do any task from time to time.
انجام دادن بعضی امورات دیگر دفتر نظر به ضرورت

Qualifications

One year of experience with local and international NGOs.

Job Location

Afghanistan – Kabul

Education:

Any level is accepted

Submission Guideline

Send your resume to below email address and write the position title and reference number in your email subject line.

Submission Email

apply@sdroaf.org