



**OFFICIAL RESIDENCE
PHNOM PENH**

JOB DESCRIPTION FOR DOMESTIC STAFF

POSITION: CHEF

The Chef will:

1. Devise menu options, shopping lists, costings and staffing requirements for official functions (breakfasts, lunches, dinners, receptions)
2. Prepare and cook for official functions (breakfasts, lunches, dinners) or prepare canapes for larger receptions.
3. As directed, liaise with external suppliers for menu options and preparations for large functions.
4. Liaise with Household Manager – or as required HOM EA – on shopping requirements for official functions.
5. Cook for Ambassador and private guests as required.
6. Undertake food shopping for official or private purposes as directed, and provide receipts to Household Manager, or HOM EA.

The Chef must be able to work flexible hours in order to undertake these duties.

The Chef will liaise with HOM/HOM EA on all elements of menu selection for both official and private purposes.

The Household Manager will supervise the Chef in all other aspects of their work.
