

**The Residence of the U.S. Consul General in Naha, Okinawa  
provides a unique opportunity to work for a high-ranking official  
in an international environment.**

<p><b>Vacant Position</b></p>	<p><b>Chef</b></p> <p>Part-Time: 24 hours/week (8 hours x 3 days) Employee will often be required to work outside of scheduled work hours.</p>
<p><b>Job Description</b></p>	<p>The job holder works under the direct supervision of the Consul General or his/her designee.</p> <p><b>DAILY OPERATION:</b> Responsible for the procurement of food from the commissary and local markets, taking advantage of seasonal food items. Maintains inventories of supplies, equipment and provisions. Ensures expendable supplies are used on a first in/first out basis. Responsible for cash account records in both yen and dollars. Reviews schedules of the residents and coordinates residence activities. Manages all facets of representational events, including coordination with event points of contact and the Consul General’s Executive Assistant. Responsible for keeping the kitchen, equipment, utensils, and cookware clean and operationally safe in compliance with the USG sanitary and safety standards. Performs inspection of the entire kitchen area each workday to assure proper maintenance, cleanliness, and safety of all furnishings and equipment.</p> <p><b>OFFICIAL FUNCTIONS:</b> Responsible for the preparation of all food items for guests attending official and representational functions. Assigns appropriate tasks to the Residence Assistant and ensures that all preparations for events are timed to meet established schedules.</p> <p>Performs other duties as assigned.</p>
<p><b>Qualifications</b></p>	<ol style="list-style-type: none"> <li>1. Minimum of 3 years of continuous chef experience.</li> <li>2. Must be able to communicate in English and Japanese.</li> <li>3. Must be able to work well with other colleagues.</li> <li>4. Must have unquestionable kitchen sanitation and safe food handling practices.</li> <li>5. Must be fully vaccinated for COVID 19.</li> <li>6. Candidates with event experience preferred.</li> </ol>

<p><b>Employment Conditions</b></p>	<p><b>Term of Contract:</b> One year, renewable.</p> <p><b>Probationary Period:</b> Six months for the first contract with the employer.</p> <p><b>Work Hours: Part-Time,</b> 24 hours per week</p> <p><b>Compensation:</b> Compensation will be determined based on prior work experience and qualifications of the selected candidate.</p> <p><b>Hourly Rate:</b> ¥1,759-¥1,993</p> <p><b>Food Allowance:</b> ¥1,665/day employee works for 4 hours or more</p> <p><b>Transportation Allowance:</b> Reimbursed for the least costly and most direct route between home and official residence.</p> <p><b>Bonus Allowance:</b> 1/6 hourly rate</p> <p><b>Annual Leave and Holidays:</b> Provided in accordance with internal regulations</p> <p><b>Labor Insurance:</b> Worker's Compensation and Employment Insurance</p>
<p><b>To Apply</b></p>	<p>Please submit English resume and supporting documents (copies of diplomas, licenses, English test scores, etc.) to:</p> <p><a href="mailto:orenaha@state.gov">orenaha@state.gov</a></p> <p><i>or</i></p> <p><b>MGMT</b> (Attn: ORE Staff Recruitment)  U.S. Consulate General, Naha  2-1-1, Toyama, Urasoe-shi, Okinawa 〒901-2104</p> <p>Only successful candidates will be contacted for interview. Please indicate email/phone reachable during daytime. Submitted documents will not be returned. Telephone inquiries will not be accepted.</p>