

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

<p>Vacant Position</p>	<p>Chef</p> <p>Part-Time: 30 hours/week (6 hours x 5 days) Employee may be required to work outside of the scheduled work hours.</p>
<p>Job Description</p>	<p>The job holder works under the direct supervision of the principal representative of the official residence or his/her designee.</p> <p>DAILY OPERATION: Responsible for the procurement of food from the commissary and local markets, taking advantage of seasonal food items. Maintains inventory of supplies, equipment and provisions and that 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 occupants and coordinates residence activities. Manages all facets of representational events including coordination with Embassy event point of contract, Protocol and DCM's assistant. Responsible for and participates in keeping the kitchen, equipment, utensils and cookware clean and operationally safe in compliance with the USG sanitary and safety standards. Daily inspection of the entire kitchen area to assure proper maintenance, cleanliness and safety of all furnishings and equipment.</p> <p>OFFICIAL FUNCTIONS: Responsible for the preparation of all food items for guests attending official and representational functions ranging from 2 to 200 guests. Assigns appropriate tasks to subordinates and assures that all preparations for events are timed to meet established schedules.</p> <p>Performs other duties as assigned.</p>
<p>Qualifications</p>	<ol style="list-style-type: none"> 1. Minimum of 5 years of continuous chef experience 2. A culinary degree or equivalent apprenticeship degree and knowledge of all major culinary cooking techniques and methods 3. Must be able to communicate in English and ideally Japanese 4. Must be able to direct, organize, train and work well with other colleagues 5. Must have unquestionable sanitation practices in the kitchen and full knowledge of sanitary standards for the Health Food Handling practices.

<p>Employment Conditions</p>	<ul style="list-style-type: none"> -Term of Contract: One year, renewable. -Probationary Period: Six months for the first contract with the employer. -Work Hours: Part-Time, 30 hours per week -Compensation: Compensation will be determined based on prior work experience and qualifications of the selected candidate. <p style="margin-left: 40px;"> Hourly Rate: ¥1,759 Food Allowance: ¥1,665/day if Employee worked for 4 hours or more in one day. Transportation Allowance: Reimbursed for the least costly and most direct route from/to home and official residence. Bonus Allowance: 1/6 of hourly rate </p> <ul style="list-style-type: none"> -Annual Leave and Holidays: Provided in accordance with internal regulations. -Labor Insurance: Worker's Compensation and Employment Insurance
<p>To Apply</p>	<p>Please submit an English resume and supporting documents (copy of diploma, licenses, English test score, etc.) to:</p> <p style="margin-left: 40px;"> MGMT (Attn: ORE Staff Recruitment) U.S. Consulate General in Naha 2-1-1, Toyama, Urasoe-shi, Okinawa 〒901-2104 </p> <p>Only successful candidates will be contacted for interviews. Please indicate email/phone reachable during daytime. Submitted documents will not be returned. Telephone inquiries will not be accepted.</p> <p style="text-align: center;">Closing Date: Open Until Filled</p>