

WE ARE HIRING

A DIPLOMATIC RESIDENCE ASSOCIATED WITH U.S. EMBASSY PODGORICA IS SEEKING THE FOLLOWING POSITION:

PRIVATE CHEF / HOUSE MANAGER

INTERESTED APPLICANTS MUST SUBMIT THEIR APPLICATION BY E-MAIL (PREFERABLY IN ENGLISH) AND ANY ADDITIONAL DOCUMENTATION TO:
PODGORICAORE@STATE.GOV.

THE VACANCY WILL REMAIN OPEN UNTIL FILLED. THE SUCCESSFUL APPLICANT WILL BE HIRED BY AN EMPLOYMENT COMPANY, BUT WORK AT THE RESIDENCE.

PRIVATE CHEF / HOUSE MANAGER

POSITION OVERVIEW

The Chef works under the direct supervision of the Employer or their designated representative at the residence. They work closely with other personnel when planning and organizing events in the residence.

Main responsibilities include: overseeing the preparation, presentation, and serving of food; coordinating catering staff and activities for special events; serving as bartender and waiter when required; carrying out regular shopping; preparing mileage logs, maintaining a small household budget, and purchasing items with petty cash.

The Chef will also maintain the overall cleanliness of the kitchen; advise on household inventory supplies or other duties as required such as assisting with functions at other diplomatic locations.

WORK HOURS

Full-Time - Approximately 40 hours/week **SALARY**

EUR 1,500,00 gross/month based on a 40-hour work week. Additional benefits include 20 working days of annual leave, and the possibility of a yearly bonus.

QUALIFICATIONS REQUIRED EXPERIENCE

Minimum of 3 years experience working as a Chef or cook. Hospitality and catering experience is a plus. Experience/ability preparing European continental cuisine, including desserts. References appreciated.

LANGUAGE

Can understand and speak excellent English as well as Montenegrin.

SKILLS & ABILITIES

Knowledge of modern cooking techniques focusing on healthy, nutritious, and elegant meals; attention to detail, enthusiasm, good interpersonal skills, ability to work in a team; and possess a valid driving license.

A background check will be required to be hired and to maintain continued employment.