



## Job Vacancy

### **Chef de Cuisine at the Ambassador's Residence**

The Embassy of Switzerland in Riyadh announces the vacancy of the position of a full time Chef de Cuisine at the Ambassador's Residence **as of January 2025 or earlier.**

#### **Duties and responsibilities include, but are not limited to the following**

- Personal cook to the Ambassador of Switzerland in Riyadh;
- Plan customized menus based on the Ambassador's preferences;
- Responsible for preparing all the meals for the Ambassador and her/his guests at official and informal events (breakfasts, lunches, dinners, receptions) at the Residence of the Swiss Embassy or, occasionally, at outside locations (gastronomy festivals, inaugurations, outside receptions);
- Respect and cater for specific dietary requirements of guests;
- Coordination with external and internal partners involved in the events;
- Provisioning;
- Responsible for grocery shopping, menu planning and management of stocks;
- Responsible for kitchen budgets and accounts;
- Working in a clean and tidy manner, maintaining the kitchen to high standards and apply the rules of food safety and hygiene;
- Working seamlessly with the butler and housekeeper, as well as the Assistant, to ensure that the Ambassador's domestic operations run smoothly.
- Accomplish other tasks concerning the kitchen properly, with commitment and flexibility.

#### **Requirements**

- Fully trained and experienced in all aspects of the profession (diploma, certificates, reference or recommendation letters);
- Work experience in top quality hospitality;
- Experience in a wide range of cuisines such as: Swiss, Mediterranean, French, Asian, Middle Eastern, Fusion and more;
- Innovative, inventive, creative, respecting high quality but aware of trends;
- Excellent English language skills (oral and reading). Able to write a menu. Arabic, French, German or Italian are a plus;
- Experience in high level of customer service;
- Knowledge of international gastronomy, etiquette and food protocols is an advantage;

- Service-minded and flexible to take on a wide range of tasks and activities; with regular evening work and occasional overtime;
- Impeccable personal presentation and hygiene;
- Good organizational and planning skills, ability to work under pressure;
- Discretion & courtesy.

### **What we offer**

- Full-time employment (48 hours) in the Diplomatic Quarter in Riyadh;
- Interesting job in a dynamic international team;
- On-site accommodation available but not mandatory;
- 13 monthly salaries paid;
- Pension plan;
- Medical insurance;
- Local employment contract with salary and benefits according to the Embassy Salary Scheme.

### **Application:**

In order to be eligible for consideration, your application has to include:

1. Motivation letter in English and in Arabic
2. CV
3. References or working certificates
4. Copy of passport and driving license
5. For non-GCC nationals: Copy of Iqama/work/residence permit for Saudi Arabia

Please send your complete application (by e-mail only) with the subject line "Job Vacancy: Chef de Cuisine" to the Embassy of Switzerland in Riyadh ([riyadh@eda.admin.ch](mailto:riyadh@eda.admin.ch)) **until 31. October 2024 at the latest.**

### **Please note:**

Only applications received by email with the subject line "Job Vacancy: Chef de Cuisine" will be considered.

Only complete applications which contain all the documents enumerated above can be considered.

The Embassy will not be able to acknowledge receipt of applications.

Applicants who fulfill the requested criteria will be shortlisted.

The Embassy will contact candidates who are shortlisted and invite them to an interview.

We regret that we are unable to refund travel expenses arising from interviews.

**We look forward to receiving your application!**