

<p>International Federation of Red Cross and Red Crescent Societies Danish Red Cross</p>
<p>Position Description – Delegates</p>
<p>Position TITLE: Base Camp Kitchen Supervisor</p>
<p>REPORTING TO: Base Camp Manager</p>
<p>PURPOSE: The Kitchen Supervisor will manage the Kitchen and its services to ensure food security and the overall hygiene of the Camp. The Kitchen Supervisor will contribute to establishing and maintaining a well functioning, clean and service providing Base camp.</p>
<p>JOB DESCRIPTION: Users of the base camp are RC/RC delegates and guests from different countries. The Kitchen Supervisor must therefore ensure that meals are internationally oriented. Fresh vegetables, meat/fish/chicken and fruits must be used to the extent possible. Special requirements, such as vegetarian food, must be available to users of the camp.</p>
<p>DUTIES Applicable to All</p>
<ol style="list-style-type: none"> 1. Work towards the achievement of the Federation's goals in the country/region of operation through effective managerial and lateral relations and teamwork 2. Ensure understanding of roles, responsibilities, lateral relationships and accountabilities 3. Perform other work related duties and responsibilities as may be assigned by the Camp Manager
<p>Specific duties, responsibilities and accountabilities</p>
<ol style="list-style-type: none"> 1. Maintaining a high standard of hygiene in the preparation of meals and in the kitchen/ dining area. 2. Preparation of three daily healthy and varied meals to international delegates and guests. 3. Ensuring that tea, coffee, water, fresh fruit and biscuits are available to delegates outside meal hours. 4. Purchase of food items and cleaning articles such as soap, toilet paper and detergents 5. Ensuring that laundry service to delegates accommodated in the camp is provided. 6. Ensuring adequate staffing and preparing the working schedule (rotation) of local kitchen staff. 7. Supervision and training of local kitchen staff in hygiene and the provision of healthy multi – ethnic food. 8. Maintaining good communications with other delegates and staff. 9. Budget holder for the kitchen.

Person specification	Required	Preferred
General		
In good mental & physical health	x	
Qualifications		
Basic Delegates Training Course or equivalent knowledge	x	
Experience		
Experience of managing & supporting staff		x
Experience of working for the Red Cross/Red Crescent		x
Experience of working for a humanitarian aid organisation in a developing country		x
Experience of community mobilisation and organisation		x
Experience of working in refugee camp situations		x
3 years experience of planning operations, management and needs assessment		x
Skills		
Self-supporting in computers (Windows, spreadsheets, word processing)	x	
Valid international driving licence (manual gears)	x	
Languages Intermediate English Berlitz level 6	x	
Skills in training and developing staff	x	
Skilled in writing narrative & financial reports		x
Core competencies – a high degree of competence in		
Teamwork; commitment to the International Red Cross & Red Crescent Movement; integrity & personal conduct; sensitivity to diversity; flexibility & adaptability; initiative & direction; interpersonal skills; resilience	x	
Management competencies * - a high degree of competence in		
Management of strategy; management of change; leadership; planning; management of budgets; management of resources; monitoring; supervision and control; reporting; communication; networking; management of self; management of others		
* prioritise/select as appropriate The person specification may vary due to operational requirements		
Date	Head of Disaster Management Department, Copenhagen	