



# TANTUR ECUMENICAL INSTITUTE

PO Box 11381 – 9111301 Jerusalem, Israel

Tel: 972 2 542-2900, Fax: 972 2 676-0914

[tantur@tantur.org](mailto:tantur@tantur.org)

**Job Title:** Cook  
**Duration:** Six months with possibility of extension  
**Contract:** 39 hours per week (6.5 hours/day)

## VACANCY

The Tantur Ecumenical Institute is seeking to recruit a **Cook**.

The Tantur Ecumenical Institute was founded in 1972 as an ecumenical Christian institution for theological study, sabbaticals and continuing education. It is administered by the University of Notre Dame in the United States. Our campus is located on the Jerusalem Hebron road near Gilo and the entrance to Bethlehem. For more information about the institute, please visit [www.tantur.org](http://www.tantur.org).

**Specific Expectations:** The primary purpose of the position is to prepare/cook the menu items. The cook will maintain a proper level of clean inventory with a high standard of cleanliness.

### Job summary:

Under the guidance and direct supervision of the Head Chef, the Cook will be performing the following duties:

- Preparing, cooking and serving meals, salads and desserts daily
- Setting up workstations with all needed ingredients and cooking equipment
- Ensure great presentation by dressing dishes before they are served
- Keep a sanitized and orderly environment in the kitchen
- Ensure all food and other items are stored properly
- Check quality of ingredients
- Monitor stock and place orders when there are shortages
- Assisting in meal clean-up
- Assist kitchen staff when needed
- Perform other related duties as necessary.

### **We are looking for a candidate with the following qualities:**

- Flexible and able to work days, evenings and/or weekends
- Clean, with good hygiene habits
- Communicates effectively
- Multi-tasks efficiently
- Organized, accurate and reliable
- Prioritizes and works efficiently with limited supervision

Visit us on Facebook and at [www.tantur.org](http://www.tantur.org)

# TANTUR ECUMENICAL INSTITUTE

- Professional attitude and expectations
- Positive and upbeat attitude
- Recognizes and resolves problems quickly and efficiently
- Works in a team environment

## Academic Requirements and Experience

- Academic Requirements: High school diploma or equivalent; Diploma from a culinary school will be an advantage.
- Experience:
  - At least three years of proven experience as cook
  - Experience in using cutting tools, cookware and bake-ware
  - Knowledge of various cooking procedures and methods (grilling, baking, boiling etc.)
  - Ability to follow all sanitation procedures
  - Ability to work in a team
  - Very good communication skills
- Language: Fluency in oral and written Arabic; working knowledge of spoken English.

Applicants should display a willingness to work in a diverse, faith-based work environment that requires functioning both within an administrative structure and independently as needed.

Candidates are asked to submit their CV via email to [Tantur Cook Position](#) by the closing date for applications: **23 January 2016**. Only those short-listed for the position will be contacted.

Please indicate to which position you are applying for in the email subject.