



TANTUR ECUMENICAL INSTITUTE

P.O. Box 11381, 91113 Jerusalem, Israel
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Job Title: Cook – full time

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.

Job summary:

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

- Coordinate with Head Chef on needed supplies and inventory
- Preparing, cooking and serving meals, salads and desserts daily
- Baking bread on a daily basis
- Assisting in meal clean-up
- Assisting in supply inventory
- Clean-up as needed
- Prepare picnics and early breakfasts
- Prepare coffee stations and buffets as requested
- 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
- Other related duties as assigned may be included.

We are looking for a candidate who has:

- The necessary experience for the position.
- A client oriented approach to their work.
- The ability to high level of personal discipline, commitment and respect for diversity.
- Skills to manage relationships and communicate with people.
- Solid communication skills both written and verbal.
- Ability to be resourceful and proactive in dealing with issues that may arise.

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Academic Requirements and Experience

- Academic Requirements: Culinary diploma
- Experience: Three years related work experience.
- Language: Fluency in oral and written Arabic and English. Hebrew is an asset.

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 a Cover Letter and CV via email to tantur@tantur.org by closing date for applications **20 December 2018**. Only those short-listed for the position will be contacted.