

VACANCY ANNOUNCEMENT: THE AMERICAN EMBASSY COMMUNITY SERVICES  
ASSOCIATION IN AMMAN, JORDAN

- OPEN TO:** All Interested Candidates
- POSITION:** Sous Chef
- OPENING DATE:** Thursday, 4 March, 2021
- CLOSING DATE:** Thursday, 18 March, 2021
- PLACE OF WORK:** American Embassy Community Services Association (AECSA) at the U.S. Embassy in Amman, Jordan
- WORK HOURS:** 48 hours per week. Six days per week.
- SALARY:** 1,000 JD per month in addition to monthly service charge and transportation allowance. Benefits include health insurance, Social Security, and Provident Fund.
- WHO MAY APPLY:** Applications will be accepted from all candidates with the requisite skills and experience. Applicants must be at least 18 years of age. ***Note: All ordinarily resident applicants must be residing in country and have required work and/or residency permits to be eligible for consideration.***

**BASIC FUNCTION OF POSITION**

Reports to: General Manager. Supervises: Kitchen Staff. The Sous Chef is responsible for the day-to-day operations of the kitchen staff, planning, preparation and quality control. Communicates with the General Manager on daily basis, reviews menus to estimate food and time requirements. The Sous Chef works together with the General Manager to plan menu requirements, serving arrangements, guest comments and other related details. He/she collaborates with the Restaurant Manager to ensure the highest quality, delivery, and storage of all food items. The Sous Chef is responsible for the kitchen's operation. Therefore, the Sous Chef must be completely familiar with the Executive Chef's roles and responsibilities as well as his/her own responsibilities.

**JOB TASKS**

- Checks all refrigerators/freezers during the day and records temperatures in the appropriate log.
- Compiles daily kitchen staff's list of items to be purchased. Submits the order to local vendor or purchases items at the Co-op.
- Coordinates and prepares all American Club special events/buffets with the Executive Chef.
- Assigns special event/buffet recipes and duties to the kitchen staff and ordering any items necessary for the events.
- Assists other personnel with their duties, if necessary.
- Performs any other duties as assigned by the General Manager.
- Ensures uniform appearance of food served.
- Implements and monitors portion control established with standard recipes.
- Overall responsibility for cleanliness of all working areas including refrigerators, corridors and storerooms.
- Develops new ideas, recipes, and menus.
- Trains employees.

**TO APPLY:** Interested applicants should submit a cover letter, a resume, and a list of three references to:  
[AmmanAECSA@state.gov](mailto:AmmanAECSA@state.gov)