

Statement of work

The contractor will serve as the Cook to the MSG. This Contract will be effective from April 01, 2021 to March 31, 2022, and can be amended, extended, or terminated at any time at the discretion of both parties. The contractor agrees to discharge the duties of the position satisfactorily, maintain security and medical clearances, and adhere to the terms and conditions of this Contract. The employer's Mess Fund Manager will serve as contractor's supervisor.

Skills and Abilities: Ability to prepare and cook a wide range of dishes, according to the culinary preferences of the MSG. Must have cleaning skills to keep a kitchen/cooking area sanitary, clean and safe. Must be experienced in cleaning, familiar with sanitary treatment and the use of cleaning supplies and equipment.

Prior Work Experience: Minimum two (2) years as a cook

English Language Proficiency: English level III (ability to read and interpret cookbooks and write menus in English).

Contractor Conduct: The contractor agrees to conduct him/herself in such a way as not to bring discredit upon him/herself or the employer. The contractor agrees not to convey information relating to the business activity or affairs of the MSG without prior approval of the US Government. Failure to conform to these requirements may be grounds for immediate termination, without additional compensation.

III. WORKING HOURS

The Contractor agrees to follow the guidelines listed below. Failure to follow these guidelines will result in a warning and/or termination.

A. HOURS

- 080-1600 (8:00 a.m.-4:00 p.m.)
- Sunday through Thursday: Working
- Fridays, Saturdays, and Djiboutian holidays: Off

Breakfast (from 0800-9:30 am), Lunch/ dinner (11:00 am to 12:30 pm), Dinner (2:30-4pm)

IV. RESPONSIBILITIES

The contractors's responsibilities include but are not limited to:

A. GENERAL RESPONSIBILITIES

- The Contractor will operate from the MSGR's kitchen and will cook meals, for the MSG.
- Ensure sanitary storage and preparation of food.
- Cook meals posted on the weekly menu.
- Ensure meals are properly cooked.
- Contractor has the option to prepare a meal for them to eat while on break during the designated time set by the MSG.
- Ensuring common areas of the MSG Residence are in an acceptable state of police.
- Sweeping/Moping the floor
- Dusting
- Washing dishes
- Performing other duties as assigned.

B. MEAL PROCEDURES

- Employee will prepare breakfast meals upon request of individual Marines
- Lunch will be prepared from a set menu and individual plates will be prepared from the leftovers and set aside for the evening meal
- Dinner meals will be prepared prior to departing for the day and set aside on individual plates for the evening meal
- Meals will be received on all normal embassy workdays (no weekends or holidays), unless otherwise noted and arranged.
- The cafeteria is open to any Marine who wants to purchase additional breakfast or lunch meals; cash must be used to pay for these meals.

C. PREPARATION OF MEALS

- Wash all food in sterile water and bactericide prior to meal preparation.
- Ensure food is cooked in a clean area using clean utensils and appliances.
- Prepare meals according to the requests and menu provided by the MSG.
- The contractor will not work with hazardous or unsafe materials prior to handling food/preparing meals.

D. WORK STANDARDS

- Perform services to the highest professional standards possible.
- The contractor will always wash their hands before handling food/preparing meals.
- The contractor should supervise their staff to ensure they are also following the proper procedures.
- The Contractor will conduct quarterly performance counselings evaluating the employee's performance and discuss ways to improve.

E. UNIFORM

- The employee will not be required to wear a particular uniform for duties, but clothing worn for work will be clean and presentable and an apron will be worn over top of clothing. The clothing will not interfere with the contractor's ability to maintain a safe and sanitary environment.

F. MAID DUTIES

- Ensuring common areas of the MSG Residence are in an acceptable state of police.
- Sweeping/Mopping the first floor of the MSGR
- Dusting
- Washing dishes
- Performing other duties as assigned.

V. HEALTH AND SANITATION

The employee agrees to maintain the highest state of health and cleanliness possible while employed. Upon any illness, the employee will inform the employer. If his/her health puts the employer's health at risk, the employee will be asked to take a leave of absence. If the employee refuses, the employer may take other measurements, including termination of this contract.

A. PHYSICALS

- The employee will take a physical exam once a year or as directed. Refusal will result in immediate termination.
- Contract renewal will depend on the results of each yearly physical.