



Tokyo, 30.10.2023

Job opening

Chef

The **Embassy of Switzerland in Japan** located in Tokyo is seeking a qualified candidate for a full-time position as Chef for the Residence of the Ambassador. The Chef works independently and prepares meals, served at the table, for up to 25 people and meal buffets for up to 120 people. For larger preparations, external assistants are called in.

The Federal Department of Foreign Affairs (FDFA) coordinates and shapes Swiss foreign policy on behalf of the Federal Council, safeguards the country's interests and promotes Swiss values.

As the official representation of Switzerland, the **Embassy of Switzerland in Japan** covers all matters concerning diplomatic relations between the two countries. It represents Swiss interests in the areas of political, economic and financial affairs, legal arrangements, science, education and culture.

Beginning of employment

- 1st quarter of 2024

Duties and responsibilities

- Develop, plan and execute menus for lunches & dinners at the Swiss Residence
- Manage food costing and inventory
- Maintain standards for food storage, quality and appearance
- Ensure compliance with applicable health codes and regulations
- Responsible for maintaining and cleaning the kitchen, equipment, storage, and work areas
- Guidance (instructions, supervision) of sporadically called in external assistants

Requirements

- Demonstrate knowledge of culinary techniques and practices
- Understanding of menu and recipe development techniques
- Able to execute European and Swiss recipes
- Strong language skills in a Swiss national language or English. Japanese language skills is a plus but not a must
- Basic computer skills and experience with Microsoft Office (MS Outlook, Word & Excel)
- Motivated team player and creative thinker
- Willingness to work flexible work hours under a flex-time system
- Formal culinary training / culinary degree
- 3 – 5 years of experience in the position of a sous-chef

We offer

- Local employment contract, reflecting local market conditions
- Inviting work atmosphere in a foreign government representation at a beautiful location
- Full-time employment (40 working hours per week, 20 days paid annual leave)
- Two-year contract with possibility to renew
- Retirement allowance after a minimum of 3 consecutive years of service, between 1 and 30 times the monthly gross salary, based on the length of employment

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- Welfare benefits including general social security and retirement allowance
- Workplace in Hiro-o, Minato-ku, Tokyo

To apply

- **Only complete applications will be considered; no phone calls please**
- Please submit the following documents:
 - 1) Letter of motivation
 - 2) resume (CV, both documents in English)
 - 3) two references (with phone number and e-mail-address)
 - 4) other relevant documents (such as certificates)
- Send in electronic format (Word or pdf) to tokyo.job@eda.admin.ch. Kindly **mention “Chef” in the subject line**
- Only candidates on the shortlist will be contacted for an interview and, in the last round, for a preparation of meals