



## Rapid Response Role Profile

Job Title	Base Camp Kitchen Supervisor
Classification Level	NA
mediate Supervisor's Title	<b>Base Camp Manager</b>
Number of Direct Reports (if applicable)	<b>To be completed by line manager</b>
Number of Indirect Reports (if applicable)	<b>To be completed by line manager</b>

### Organizational context (where the job is located in the Organization)

The International Federation of Red Cross and Red Crescent Societies (IFRC) is the world's largest volunteer-based humanitarian network. IFRC is a membership organisation established by and comprised of its member National Red Cross and Red Crescent Societies. Along with National Societies and the International Committee of the Red Cross (ICRC), the IFRC is part of the International Red Cross and Red Crescent Movement. IFRC's headquarters is in Geneva, with regional and country offices throughout the world.

Due to the nature of emergency response operations, this role profile is an outline of the likely responsibilities applicable to **Base Camp Delegate**, deployed in a Federation co-ordinated operation. They are complementary to and should be read in conjunction with the specific tasks elaborated in the *Deployment Order / Terms of Reference*.

### Job purpose

A Base Camp Kitchen Supervisor (BCKS) will manage the Base Camp Kitchen and its services to ensure food security and the overall hygiene of the kitchen, equipment and facilities. The BCKS will contribute to establish and maintained a well-functioning, hygienic and diverse food service to people living and working in the Base Camp (BC).

The BC is used by RC/RC delegates from a variety of countries. The BCKS must therefore ensure that the meals served are internationally oriented.

Fresh vegetables, fruits, meat, chicken or fish must be used to the extent that this is possible.

Special requirements, such as vegetarian food or non-pork options, must be available.

The delegate will use the guidance as well as a range of tools related to Base Camp on internal drives and IFRC SOP

## Role (Job Requirements)

### Job duties and responsibilities

#### Set up

1. Provide technical support and help set up the BC and surrounding support structures.
2. Unpack, clean and setup kitchen-, storage- and dining areas
3. Together with BC Manager, identify resident staff for cleaning and cooking, help with input to job descriptions.
4. Prepare a work schedule (rotation plan) of kitchen staff that ensures at least one day off pr. week, and make sure that working hours and days off are registered and signed by the staff as documentation.
5. Make sure that HR files for all kitchen staff is created and maintained.
6. Insure a laundry area for kitchen supplies
7. Establish meal plan for first week (14 days).

#### Implementation

8. Shall implement and maintain a high level of hygiene in preparation of the meals.
9. Implement daily, weekly and monthly cleaning schedules to insurer that kitchen-, dining- and storage area are kept clean and hygienic.
10. Supervision and training of kitchen staff in hygiene and food production of healthy multi ethnical food.

11. Prepare three meals daily for delegates and guests dining in the BC, that are both healthy, varied and with an international touch, and that have options for vegetarians and non-pork eaters.
12. Ensure that tea, coffee, water and biscuits are available to resident delegates outside meal hours.
13. Maintain good communication with the other BC delegates and staff.
14. Purchase food items on local market, supermarket or other together with cleaning articles and others.
15. Work out a meal plan for a week ahead and ensure that this is within the budget set by the BC Manager
16. Ensures that all recipes for BC purchases are given to the BC Manager
17. Enforce the payment system of food from guests

**Capacity building**

18. Supervision and training of kitchen staff in hygiene and food production of healthy multi ethnical food.
19. Ensures that a fire fighting training is conducted with kitchen staff, and certificates for accomplishment given.

**Duties applicable to all staff**

1.	Actively work towards the achievement of the Federation Secretariat's goals
2.	Abide by and work in accordance with the Red Cross and Red Crescent principles
3.	Perform any other work related duties and responsibilities that may be assigned by the line manager

## Profile (Position Requirements)

Education	Required	Preferred
An education as Chef, Bachelor in Nutrition and Health or equivalent technical food education or experience	⊙	
Practical BC Basic Training Course or equivalent	⊙	
Experience	Required	Preferred
At least 5 years' experience within a kitchen or restaurant, as a Head chef or Sous chef dealing with menu planning, calculating nutrition, keeping budgets, ordering groceries and making work plans.	⊙	
Managing and training kitchen staff	⊙	
Have travelled and experienced other cultures and cuisines	⊙	
Working for a humanitarian aid organisation in a developing country		⊙
Red Cross/Red Crescent knowledge and experience		⊙
Knowledge & Skills	Required	Preferred
Skills in training and developing kitchen staff	⊙	
Integrity and personal conduct	⊙	
Sensitivity to diversity	⊙	
Flexibility and adaptability	⊙	
Initiative and direction	⊙	
Management of budget	⊙	
Management of resources	⊙	
Supervision and control	⊙	
Self- supporting in Windows 10 and Windows office (outlook, Word and Excel)	⊙	
Ability to transfer knowledge, skills, and/or abilities to staff and volunteers.	⊙	
Strong interpersonal skills and good understanding of the RCRC Movement		⊙

Core Competencies	Tier 1	Tier 2	Tier 3
Movement context, principles and values	⊙		
The Movement in the humanitarian sector	⊙		
Coordination	⊙		
Assessment	⊙		
Programme management & reporting	⊙		
Information management	⊙		
Resource management	⊙		
Direction setting and operational objectives	⊙		
Safety and security	⊙		
Community engagement and accountability	⊙		
Protection, gender and inclusion	⊙		
Environmental sustainability	⊙		
Collaboration and teamwork		⊙	
Conflict management	⊙		
Interpersonal communication		⊙	
Cultural awareness	⊙		
Judgement and decision making	⊙		

Motivation	<input checked="" type="radio"/>		
Personal resilience		<input checked="" type="radio"/>	
Integrity	<input checked="" type="radio"/>		

<b>Technical Competencies</b>	<b>Tier 1</b>	<b>Tier 2</b>	<b>Tier 3</b>
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Languages	Required	Preferred
Fluently spoken and written English		
Good command of another IFRC official language (French, Spanish or Arabic)		
Other languages:		