

## JOB VACANCY

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### Part time Cook (2 sessions/weekly)

We are looking for a part time cook who is able to assist the delivery of our elderly project. Main responsibilities for this post is to provide nutritional meals for 40-50 elderly people.

Duties include:

- Shopping
- Working together with Elderly Project Co-ordinator to prepare the monthly menu.
- Cooking and working together with cook assistant clear up tables and chairs after meals.
- Checking stock in the kitchen and suggest needed items to be ordered i.e. cleaning materials, food, kitchen ware or china ware.
- Maintain a clean and tidy kitchen facility.
- Keeping records and reporting the number of meals provided for accounting purpose.
- Assisting the general duties delegated by elderly Project Coordinator.
- *Preferably with UK full driving licence.*

Your job will commence from 1 Sep 2016, ended 31 March 2017. Your salary will be paid on 25<sup>th</sup> day of each month. PAYE and NI contribution will be deducted at source. The salary will be negotiated with the selected candidates. Your salary will be reviewed annually in April of each year.

**Deadline for application: Monday 15<sup>th</sup> August 2016 at 5.00pm**

Please send your application (CV and Cover Letter) to the Management Committee, Centre 151: 151 Whiston Road, London E2 8BN or email to : [vietnamlaocambodia@yahoo.co.uk](mailto:vietnamlaocambodia@yahoo.co.uk)

For further information please contact Mrs Cam Tu Phan or Mr Pierre Palluet  
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