



Our Chalet, Switzerland

World Association
of Girl Guides
and Girl Scouts

Catering Coordinator Our Chalet, Adelboden, Switzerland

The first of the WAGGGS (World Association of Girl Guides and Girl Scouts) World Centres, Our Chalet is an international centre and gathering place for Guides and Scouts as well as non members, with the aim of providing opportunities for guests to experience the outdoor environment, leadership development and international Guiding and Scouting. Our Chalet offers accommodation, international volunteering programmes and employment opportunities as well as a wide range of outdoor activities.

The position of **Catering Coordinator** is now open and is responsible for managing the catering and for providing meals to guests and staff at Our Chalet.

The Catering Coordinator will be responsible for menu planning, food ordering, meal preparation and kitchen health, safety and hygiene as well as training and supervision of the volunteer staff working in the kitchen.

This position requires experience in food preparation and catering, working with young people, ability to work in an international team, excellent interpersonal skills and good organisational and time management skills. Fluency in written and spoken English is essential, with a working knowledge of German desirable.

This is a contract position initially for twelve months, which may be extended subject to having the permission to remain and work in Switzerland*. A remuneration package is offered which includes shared staff accommodation in the local area and meals during working hours as well as medical insurance coverage (with deductions in accordance with the Swiss law).

* Work permit/visa restrictions apply to applicants from outside the European Union (EU).

Closing date for completed applications is 31 January 2011. If sent via post the application should arrive at Our Chalet by 31 January.

To apply for the Catering Coordinator position at Our Chalet please send your current resume (with details of relevant work experience and qualifications, contact details, nationality and Guide/Scout member organisation, if applicable). Please enclose the cover letter detailing how you address the requirements of the position and why you think you are suited to work at Our Chalet.

Expected start date is mid March 2011.

Please send your completed application to:

Deputy World Centre Manager
Our Chalet
Hohliebeweg 1
3715 Adelboden
SWITZERLAND

For more information about Our Chalet please visit www.ourchalet.ch. For more details about this position contact dwcm@ourchalet.ch or +41 (0) 33 673 1226.



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