



**The Embassy of the Grand-Duchy of Luxembourg in Athens (Greece)  
is recruiting  
1 Residence cook & kitchen manager (m/f)  
Fixed-term contract with effect from 1<sup>st</sup> September 2026.  
40 hours per week**

**Your tasks will include, but are not limited to the following:**

- Devising and cooking diversified and elaborate menus and meals for official gatherings such as lunches, dinners and receptions;
- Managing all aspects of the residence kitchen, including menu planning, procurement of supplies, stock control, food hygiene and safety, cleanliness, and maintenance of kitchen equipment;
- Planning and doing the shopping of necessary groceries, products and food items;
- Contributing to the organization and logistics of official visits and events organized by the Embassy;
- Supervision and coordination of outside caterers or kitchen staff, ensuring cost-effective operations and liaising with the Embassy's secretariat as required;
- Cooperation with the housekeeper and providing support when preparing for official events;
- Performing other specific assignments according to the various needs of the Embassy.

**Your profile:**

- You preferably have at least 5 years of relevant work experience; previous experience from Embassies, Ministries, or International Organizations is a distinct advantage;
- You are bilingual in Greek and English. (French and/or German knowledge is an advantage)
- You have a high level of reliability, discretion, and professional conduct in a private/diplomatic environment;
- You have proven experience as a professional cook or private chef in a high-standard kitchen or household.

- You have strong skills in menu planning, food preparation, and presentation for daily meals and formal events;
- You have an excellent knowledge of food hygiene, safe food handling, and kitchen cleanliness;
- You have the ability to work independently, manage time and priorities, and remain calm under pressure;
- You have excellent organizational, teamworking skills. You prioritize effortlessly under pressure and understand that your work sometimes necessitates work outside of regular hours;
- You are flexible in performing other specific assignments as per request of the Head of Mission according to the various needs of the Embassy.

Please note that the labour law in force in Greece governs the employment contract, including the remuneration.

**How to apply:**

If you are interested for this vacancy, please send your application, preferably in English, including your CV and diplomas together with a cover letter giving details of current job, salary, availability and reasons for applying by e-mail to [athenes.amb@mae.etat.lu](mailto:athenes.amb@mae.etat.lu) before 30 June 2026, subject line: "Application to the position of Residence cook & kitchen manager".