## 4) Name of the Position: Cook

**Vacancy:** 1 (One)
**Age Limit: 25 to 40 Years**
**Reporting To:** Admin Officer
**Work Location:** BBS Office, Dhaka
**Salary:** According to the Pay Scale of the Bangladesh Bible Society.

**Educational Qualification and Experience**

- Basic literacy and the ability to maintain simple purchase and kitchen records.
- Preferably 2 years of cooking experience in an office, institution, guesthouse, hotel, or similar setting.
- Ability to prepare hygienic Bangladeshi and international dishes, including suitable meals for foreign guests and refreshments for staff and guests.

**Job Summary**

The Cook is responsible for preparing and serving meals and refreshments for BBS staff, local and foreign guests, meetings, and official program, while maintaining food safety, kitchen cleanliness, and responsible use of supplies.

**Key Responsibilities**

**1. Cooking and Meal Preparation**

- Prepare and serve Bangladeshi and international dishes for staff and guests.
- Prepare suitable meals for foreign guests according to their dietary requirements and preferences.
- Prepare lunch, tea, snacks, and refreshments for staff on a daily basis.
- Prepare tea, snacks, and refreshments for meetings and official programs.
- Follow approved menus and meal schedules, ensuring appropriate food quality, taste, and quantities.

**2. Kitchen Hygiene and Safety**

- Keep the kitchen, utensils, appliances, and dining area clean and organized.
- Store food safely and check ingredients for freshness.
- Use gas, electrical appliances, and kitchen equipment safely and report faults promptly.

**3. Purchasing and Stock Management**

- Prepare ingredient lists and purchase supplies with prior approval.
- Maintain simple purchase records and submit bills promptly.
- Monitor kitchen stocks and minimize food waste.

**4. Hospitality and Coordination**

- Serve staff and guests courteously and assist with meal arrangements during meetings and program.
- Coordinate menus, meal timings, and guest requirements with the designated supervisor.
- Perform other related duties assigned by BBS management.

**Additional Requirements**

- Christian believer committed to the mission and values of BBS.
- Honest, punctual, respectful, and attentive to personal hygiene.
- Able to work cooperatively and provide courteous hospitality to local and foreign guests.
- Comply with BBS policies, rules, and regulations. Smoking, substance abuse, and conduct inconsistent with Christian values are strongly discouraged.
- Willing to support official program outside regular working hours when required.



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**Application Procedure**

Interested candidates should submit:

- A cover letter and detailed CV.
- Copies of educational and relevant training certificates.
- A copy of NID and two recent passport-size photographs.
- A current church membership certificate.
- Names and contact details of two referees other than relatives.

**Application to be sent to:**
The General Secretary
The Bangladesh Bible Society
390, New Eskaton Road, Dhaka-1217.
**Email to:** info@biblesociety.org.bd
**Email Subject:** Application for [Position Title]
**Application Deadline: 25 November, 2026**

Only shortlisted candidates will be invited for a written test and an oral interview.

6/11/2026

Rev. Ashim Kumar Baroi
General Secretary
The Bangladesh Bible Society



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