



Terms of Reference (ToR)

Position: Chef

Duty Station: Thimphu Press Club, NPPF Commercial Hub, Thimphu

Position Type: Full-time

Deadline: September 7, 2026, 5 PM (BST)

1. Background

The Thimphu Press Club (TPC), a social enterprise under the Bhutan Media Foundation (BMF) established in 2023, is seeking a dedicated, responsible, and enthusiastic Chef to support the daily operations of the Press Club. TPC serves as a hub for dialogue and knowledge-sharing among media, policymakers, and civil society, with a café, lounge, and conference hall.

The successful candidate will be responsible for preparing and serving meals and refreshments for members, guests, meetings, workshops, conferences, and other events while maintaining high standards of hygiene, food safety, and cleanliness in the kitchen and dining areas. The candidate will also support the overall hospitality services of the Press Club, including event coordination and social media promotion.

2. Key Responsibilities

The selected candidate will be responsible for:

- Overseeing the day-to-day hospitality and operational support of the Thimphu Press Club.
- Welcoming and assisting visitors, members, and guests in a professional and friendly manner.
- Preparing and serving meals, snacks, beverages, and refreshments for members, guests, meetings, workshops, conferences, and other events.
- Maintaining cleanliness, hygiene, food safety, and proper organization of the kitchen, dining area, and Press Club premises.
- Managing kitchen supplies and maintaining an accurate inventory of food, beverages, cleaning materials, and other hospitality items.
- Monitoring stock levels and informing management of procurement requirements in a timely manner.

- Assisting with venue setup, food preparation, serving, and hospitality arrangements for meetings and events.
- Supporting public relations (PR) activities and maintaining positive relationships with members, guests, partners, and other stakeholders.
- Coordinating bookings, schedules, and basic logistical arrangements for events and meetings.
- Managing the Press Club's social media platforms by regularly creating and posting basic content, photographs, and videos to promote activities and events.
- Supporting event-related communication and promotional activities as required.
- Reporting maintenance, supply, equipment, and operational needs to the Bhutan Media Foundation.
- Ensuring that kitchen equipment and hospitality facilities are properly maintained and used safely.
- Performing any other duties assigned by management in support of the effective operation of the Press Club.

3. Eligibility Criteria

Applicants should meet the following minimum requirements (Female applicants are particularly encouraged to apply):

- Minimum Class 10 qualification, with relevant training or previous experience in cooking, hospitality, restaurants, cafés, catering, or customer service.
- Demonstrated cooking and hospitality skills, with the ability to prepare meals, snacks, coffee, tea, and other refreshments.
- Basic computer literacy and organizational skills.
- Good knowledge of social media platforms such as Facebook, Instagram, and TikTok.
- Good verbal and written communication skills.
- Good interpersonal and customer service skills.
- Ability to work independently as well as effectively as part of a team.
- Ability to maintain a clean, organized, and hygienic working environment.

4. Desired Qualities

The ideal candidate should demonstrate:

- A positive attitude and professional conduct.

- Strong interpersonal and customer service skills.
- Ability to multitask and manage time effectively.
- Reliability, honesty, and attention to detail.
- Good organizational and problem-solving skills.
- Willingness to work flexible hours during workshops, conferences, meetings, and special events when required.
- Willingness to learn new skills and take on additional responsibilities.
- Interest in supporting the Press Club's promotional and social media activities.

5. Reporting

The Chef will report directly to the designated supervisor or management team of the Bhutan Media Foundation and work closely with staff, members, guests, and other stakeholders associated with the Thimphu Press Club.

6. Salary and Benefits

- The selected candidate will receive a basic monthly salary of Nu. 15,000.
- In addition to the basic salary, the employee will be eligible for a performance-based incentive, subject to the applicable performance assessment and organizational policy.
- The employee will be enrolled in the Provident Fund scheme, with 5% contributed by the employer and 5% contributed by the employee, in accordance with applicable rules and regulations.

7. Probation Period

- The selected candidate will be appointed on a six-month probationary period.
- Upon satisfactory completion of the probation period and based on performance assessment, the TPC/BMF management may confirm the candidate's appointment in accordance with the organization's policies and applicable terms of employment.

8. Documents Required

- Forwarding letter (addressed to Executive Director, Bhutan Media Foundation)
- Curriculum Vitae (CV)
- Copy of Class X academic transcripts
- Copy of work experience letters/certificates
- Copies of training certificates

- Copy of citizenship identity card (CID)
- Security clearance certificate
- Medical certificate
- No objection certificate, if employed

9. Other Terms and Conditions

- The selected candidate will be expected to comply with the policies, procedures, hygiene and food-safety standards, and code of conduct of the Bhutan Media Foundation and Thimphu Press Club.
- The position may require flexible working hours, including evenings, weekends, or public holidays, depending on events, workshops, conferences, and operational requirements.
- The Bhutan Media Foundation reserves the right to amend the terms and responsibilities of the position as necessary to meet the operational requirements of the Thimphu Press Club.