



MAKE A DIFFERENCE - JOIN THE EUROPEAN COMMISSION

Do you want to help shape the future of the European Union? Make the planet greener, promote a fairer society, or support businesses and innovation across the EU? Then come and work for the European Commission where you can really make a difference!

Commission staff are a diverse group of people, who are motivated to help make Europe – and the world – a better place. They come from the 27 Member States of the European Union. Different nationalities, languages and cultures make the Commission a vibrant and inclusive working place.

WE OFFER ATTRACTIVE WORKING CONDITIONS AND MUCH MORE:

- Interesting and challenging positions with plenty of opportunities for training and acquiring new skills and competencies over your whole career;
- Opportunities to try several areas of work throughout your career;
- Flexible working conditions and the possibility of teleworking – we care about your work-life balance;
- A competitive financial package, including comprehensive sickness, accident and pension schemes;
- Multilingual schools for your kids;
- We are also proud to be an equal opportunity employer and promote diversity and inclusion.

We recruit from a wide range of backgrounds:

We are not only recruiting political scientists and lawyers but also looking for all kinds of profiles, including natural scientists, linguists and economists, as well as drivers and engineers.

For more information ec.europa.eu/work-with-us



STAFF RECRUITED ON CONTRACTS

In addition to permanent officials, the European Commission often recruits non-permanent staff. There are two categories of non-permanent staff:

- [temporary agents](#) are recruited to fill vacant positions for a set amount of time or to perform highly specialised tasks.
- [contract agents](#) may provide additional capacity in specialised fields where an insufficient number of officials is available or carry out a number of administrative or manual tasks. They are generally recruited for fixed-term contracts (maximum 6 years in any EU Institution), but in some cases they can be offered contracts for an indefinite duration (in offices, agencies, delegations or representations).

For more information on different [staff categories](#).



Support agent - Catering

Office for Infrastructure and Logistics in Brussels

European Commission

Job title: Support agent - Catering

Domain: Support Staff - Catering

Where: Unit OIB.LS.3 –Social Infrastructures, Ispra - Varese (Italy)

Function Group: FG I

Contract Type: 3a

Express your interest until: 26.04.2024 - 18.00 (noon, Brussels time)

WE ARE

The mission of OIB is to ensure a functional, safe and comfortable workplace for Commission staff and to provide high quality support services, based on a client-oriented approach in an environmentally friendly and cost-effective way. The OIB.LS department's mission is to provide, both to the institution and its personnel, a wide range of logistic and support services that contribute to the well-being and good functioning of all Commission services.

The department consists of 4 units (3 in Brussels and 1 in **Ispra**):

LS.1: Historical Archives, Mail Services, Visual Design and Print

LS.2: Transport, Mobility and Logistic Services

LS.3: Social Infrastructure: Ispra

LS.4: Catering

Unit LS.3 is responsible for managing social infrastructure for Commission staff and their families in Ispra – Varese (I). These infrastructures managed by the unit include the Catering Services (canteens, cafeteria, banqueting, "Saletta"), Childcare Services (crèche and afterschool facilities), temporary accommodation for new arrivals as well as a Club House, which offers a place of integration and social sharing, infrastructure for sports, leisure, cultural activities and a catering service.

WE PROPOSE

Unit LS.3 is seeking to hire 1 support agent (Waiter/Waitress – Assistant Cook- Cashier) for its Catering Sector. The position will consist of supporting the preparation of meals in compliance with hygiene and quality standards in force, the distribution of meals (canteen, banqueting, cafeteria, etc.) and ensuring the function of cashier. Within unit LS.3, the agent will be responsible as a Contract Agent FG I for providing assistance in the preparation and distribution of meals.

Your main tasks will be:

- Perform a variety of meal preparation tasks in order to support cooks in cooking tasks;
- Distribute meals in a timely manner to supply the various lines of self-service, à la carte restaurant, banqueting and cafeteria distribution;
- Prepare and set up counters;

(Reference: Call for interest EC/2024/OIB/443309)



- Act as a cashier during hours of service;
- Keep the workplace clean to avoid any risk of contamination;
- Ensure the replacement of colleagues in the Catering sector.

WE LOOK FOR

We are looking for support agent (Waiter/Waitress - Assistant Cook- Cashier) who meet the following criteria:

1. Required

- Professional experience of at least 1 year in relation to the vacant job;
- Technical skills related to the use of kitchen equipment and the organisation of logistics;
- Knowledge of HACCP regulations.

2. Desired

- Secondary education in the field of Catering;
- Knowledge of safety protocols in the catering domain (fire, evacuation, etc.).

3. Personal qualities required for the position (assessed during the interview)

- Organisational skills, attention to detail and precision;
- Client orientation and team spirit;
- Versatility/Flexibility;
- Autonomy/Sense of initiative.

4. Languages

- Italian: Intermediate (B1)
- English or French: Elementary (A2)

HOW TO EXPRESS YOUR INTEREST?

With a view to guaranteeing equal access to all, the Commission recruits from an open database of spontaneous applications. The present call for interests aims at helping the recruiters to identify potentially interested candidates within this database.

In practice, to express your interest, you should send your documents in a single pdf in the following order:

1. your CV 2. motivation letter 3. duly filled in application form.

Please send these documents by the publication deadline to OIB-VACANCIES@ec.europa.eu indicating the call for interest reference **EC/2024/OIB/443309** in the subject.

No applications will be accepted after the publication deadline.



ANNEX

1. Selection

➤ Am I eligible to apply?

You must meet the following eligibility criteria when you validate your application:

Our rules provide that you can only be recruited as a contract agent at the European Commission if you:

General criteria:

- Are a citizen of a Member State of the EU and enjoy full rights as a citizen;
- Have fulfilled any obligations imposed by applicable laws concerning military service;
- Are physically fit to perform the duties linked to the position;
- Produce the appropriate character references as to suitability for the performance of the duties.

Qualifications:

Successful completion of compulsory education

Only qualifications issued or recognised as equivalent by EU Member State authorities (e.g. by the Ministry of Education) will be accepted.

Languages:

- have a thorough knowledge (minimum level C1) of one of the 24 official languages of the EU¹
- AND have a satisfactory knowledge (minimum level B2)² of a second official language of the EU, to the extent necessary for the performance of the duties.

¹ The official languages of the European Union are: BG (Bulgarian), CS (Czech), DA (Danish), DE (German), EL (Greek), EN (English), ES (Spanish), ET (Estonian), FI (Finnish), FR (French), GA (Irish), HR (Croatian), HU (Hungarian), IT (Italian), LT (Lithuanian), LV (Latvian), MT (Maltese), NL (Dutch), PL (Polish), PT (Portuguese), RO (Romanian), SK (Slovak), SL (Slovenian), SV (Swedish).

² For details on language levels, please see the Common European Framework of Reference for Languages (<https://europa.eu/europass/cedefop.europa.eu/en/resources/european-language-levels-cefr>).



➤ **What about the selection steps?**

The selecting unit chooses from among the applications received the candidates who best meet the requirements above and invites them to an interview. For the interview a selection panel is set-up to assess the best candidates.

Due to the large volume of applications that we may receive **only candidates selected for the interview will be notified.**

The shortlisted candidates will be tested on the field (during at least 3 days and will be remunerated as agency staff). Participation in these competency tests will **not** automatically lead to a recruitment as a contract agent.

For operational reasons and in order to complete the selection procedure as quickly as possible in the interest of the candidates and of the institution, the selection procedure will be carried out in Italian and either French or English.



2. Recruitment

The candidate selected for recruitment will be requested to provide documentary evidence in support of the statements made in the database and, where relevant, the call for interest.

The successful candidate will be required to undergo a mandatory pre-recruitment medical check-up carried out by the Commission.

➤ Type of contract and working conditions

The place of employment will be in **Ispra, Varese - Italy**.

The successful candidate will be engaged as a **contract agent under Article 3(a) of the [Conditions of Employment of Other Servants](#), in function group FG I**. General information on Contract Agents can be found at this link.

The grade or proposed grade range, as well as the step in that grade, will be defined on the basis of the candidates' previous professional experience, in accordance with [Commission Decision C\(2017\)6760](#) laying down the criteria applicable to classification in step on engagement.

For contract agents under Article 3(a) the first contract will be **2 years**. The contract might be extended in the interest of the service. If a second extension of the contract is in the interest of the service, the contract will be for an indefinite duration.

The duration of the extension will be defined according to the General Implementation Rules in force at that moment, in accordance with [Commission Decision C\(2017\)6760](#) on policies for the engagement and use of contract agents.

All new staff have to successfully complete a 6-month probationary period.

The pay of staff members consists of a basic salary supplemented with specific allowances, including, where applicable, expatriation and family allowances. The provisions guiding the calculation of these allowances can be consulted in the Conditions of Employment of Other Servants. As a member of staff of the European institutions, your pay is subject to a tax raised by those institutions.

The European Commission applies a policy of equal opportunities and non-discrimination in accordance with Article 1d of the Staff Regulations.

Should you need further information on working conditions, please refer to [Working conditions and benefits of EU Careers](#).



For information related to Data Protection, please see the Specific [Privacy Statement](#) under “7. Information to data subjects on their rights”, to find your rights and how to exercise them in addition to the privacy statement, which summarises the processing of your data.