



European Committee
of the Regions

Human Resources and Finance

CALL FOR EXPRESSION OF INTEREST

Temporary staff member working as Assistant in catering services

Reference number: COR/TA/AST3/09/2025

Directorate	Directorate for Logistics
Unit	Infrastructure
Sector	EMAS and catering services
Type of position	Temporary staff AST3
Period	2 years, starting from 01 September 2025
Application	Online application form
Date of publication	10 July 2025
Deadline	25 July 2025 at noon (Brussels time)

1. Your job and responsibilities

Are you interested in working in a dynamic, international environment? Would you like to help provide first-class catering services while maintaining high standards of quality and customer satisfaction? Would you like to work within the joint services of two EU institutions – the European Committee of the Regions (CoR) and the European Economic and Social Committee (EESC)?

As an assistant in catering services within the Infrastructure Unit, you will be involved in the management of catering services, in particular calls for tender, internal communication, organising awareness-raising campaigns and monitoring all aspects of sustainability related to catering.

You will organise the implementation of all operational and administrative tasks related to contract management in this area. You will also carry out other administrative and financial tasks. You will be part of the dynamic team of the EMAS and catering services sector, which consists of seven people.

2. Who are we? What are the challenges for us ahead?

The Directorate for Logistics (DL) provides the CoR and the EESC, their members and their administrations with specific services related to infrastructure, the printing and distribution of documents, catering and security.

The Infrastructure Unit (INFRA) employs 40 people and is divided into five sectors:

- Finance and purchasing;
- Maintenance and technical projects;
- Space management and finishing;
- Building projects;
- EMAS and catering Services.

What is our field of activity? The Unit is responsible in particular for maintaining and ensuring the smooth running of the buildings' technical installations and managing cleaning, waste, movable property and buildings, building projects, office supplies, removals, rooms and office space and catering. It is also responsible for the dynamic management of the EMAS process in cooperation with the competent departments of each Committee.

We aim to ensure that members and staff have high-quality, safe and sustainable working conditions, with due regard for the identity and autonomy of each Committee and their changing needs and priorities.

The post to be filled is in the EMAS and catering services sector.

The main task of catering services is to provide high-quality catering for the members, staff and visitors of the two Committees, taking into account best practices in sustainability. This task also includes the organisation of high-quality catering for events in the framework of the political and legislative work of the two Committees.

Our main achievement in 2024 was the signing of a new catering contract, the first under conditions where the physical presence of people in buildings has become highly variable due to the widespread use of teleworking after the COVID-19 pandemic. Our main successes in terms of sustainable development are the 'Good Food' label, which our canteen obtained in 2017, and the European institutions' first zero plastic canteen.

Our future challenges will be to continue along the same path, integrating the Green Deal ambitions into all catering services.

3. Are you the talent we are looking for?

3.1 GENERAL ABILITIES AND CAPACITIES REQUIRED

- Think with a critical spirit, analyse and solve problems pragmatically.
- Assess critically credibility and reliability of sources, data and information and use relevant digital tools to carry out the duties.
- Organise own work, demonstrate responsibility, identify priorities, take appropriate decisions and deliver results.

- Adapt to an evolving working environment, demonstrate commitment and adopt constructive attitude at all times. Remain effective and flexible even during periods of heavy activity.
- Take initiative to achieve individual and shared objectives, demonstrate ownership and work autonomously.
- Learn and professionally develop to continuously enhance job performance and knowledge of the organisation and working environment.
- Work together with others in a constructive way by contributing to diverse and inclusive working environment. Demonstrate respect and courtesy at all times.
- Convey information and relevant opinions clearly and concisely both orally and in writing, facilitate interaction and engage effectively with others. Treat confidential or sensitive information accordingly.

3.2 JOB-SPECIFIC REQUIREMENTS

- You have solid experience in catering, with an ability to ensure continued quality in terms of taste and nutrition.
- You have excellent communication skills, both orally and in writing, including the ability to prepare informative texts and presentations in French and English.
- You have a thorough knowledge of one of the official languages of the European Union and a satisfactory knowledge of another of these languages. For operational reasons, a high level of French is required and a good level of English is desirable.
- You have a good command of IT applications and tools, such as Outlook, Excel, Word and SharePoint, including AI tools in a secure environment.

3.3 ASSETS

- Previous experience in administrative management, monitoring budgetary, financial and contractual planning, while ensuring the legality and regularity of transactions, is a major asset.
- Experience in drafting minutes after meetings and events is desirable.
- Good knowledge of the purchase, installation and maintenance of kitchen equipment is desirable.

Please note that candidates must meet the eligibility criteria specified in [art. 12\(2\) of the Conditions of Employment of Other Servants](#).

4. What we offer

- A European institution on a human scale at the heart of the European quarter and easily accessible.
- Flexible working hours and teleworking opportunities subject to the needs of the service.
- An active talent management policy focusing on continuous development and training and a policy to encourage internal mobility.
- A friendly and dynamic working environment in which self-motivation, initiative and team spirit are valued.

- An institution that promotes equal opportunities, diversity and non-discrimination to help nurture a respectful and inclusive working environment and that is actively engaged in the consultation process prior to the adoption of EU legislation. Our dedication to inclusivity is also reflected in our efforts to enhance the accessibility of our vacancy notices, including the layout of the current vacancy and its annex (left alignment, increased spacing and font size etc.). By improving their readability, we strive to make these documents accessible to all, including individuals with disabilities.
- An EMAS-certified institution that is continuously looking to improve its environmental performance.

5. Are you interested in this challenge?

If you have the skills we are looking for and think you fit the profile above, please apply using the [online application form](#) before 25 July 2025 at noon.

Please note that only candidates selected for an interview by the selection panel will be contacted. If you have not been contacted within six weeks following the application deadline of the vacancy notice, please consider your application unsuccessful.

The [European Committee of the Regions](#) (CoR) is the political assembly which allows the views of regional and local authorities to be heard when European Union policies are being devised and legislation drafted. It is an advisory body which was created in 1994. Its consultative role allows its 329 members, and through them the regional and local authorities they represent, to take part in the EU decision-making process.