

JOB DESCRIPTION

Title	Head Chef
Institute/Department	Business Investment Commercial Service (BICS)
Reports to	Manager BICS
Location/Campus	Kukum Campus

Summary

The Head Chef is responsible to supervise and coordinating the activities of cooks and supervising other workers to engage in preparing cooking foodstuffs.

The duties are to cook and carve meats, and prepares dishes, such as sauces, during rush periods and for banquets and other social functions.

Also must closely observe workers engaged in preparing portioning and garnishing food and ensuring that methods are accurate. Liaises with his /her manager to update the weekly reports.

Roles and responsibilities

Administration and Finance

- Supervise and coordinates activities of cooks at kukum, Ranadi and Panatina Campus.
- Observes workers and engage them in preparing, portioning and garnishing foods for making sure to satisfy service for students and staff
- Give instructions to cooking personnel on fine points of cooking
- Assumes responsibility for kitchen in absence of staff
- Designated supervising rest house.

Problem solving and impact

- To resolve problems that affect the supply of foods to the kitchen and café within Business Investment Commercial Service
- To contribute to decisions, that have an impact on other related financial activities within the division
- To provide advice on financial issues such as financial reports of foods supply to Manager BICS
- To provide kitchen needs to manager BICS

Resource Management

- To contribute to the overall duties of the department in areas such as supervising the chef at the BICS
 - To coordinate and provide professional guidance and advice to BICS staff on University policy and regulation.

- To alert the manager BICS on our supply
- To contribute to the management of quality, audit and other external assessments

Working Environment

- To balance the competing pressures of knowledge transfer, administrative demands and deadlines.
- To skillfully work cross divisions and functions in the resolution of the kitchen.

Minimum Qualification Requirement:

Must have Bachelor's / diploma in tourism or certificate in cookery at a recognized university.

Experience**Essential:**

- A Minimum of Five years of working experience in a hotel or Institution
- Self-starter and ability to work in a high-pressure environment to work deadlines
- Have an excellent command of both oral and written English communications skills
- Have good personal and office organizational management and administrative skills
- Customer-focused and prior experience in supervision of kitchen staff

Desirable for the position:

- Willingness to work after hours, if requires
- Experience in collaboration with college and industry colleagues
- Have experience in supervising kitchen staff

Terms and Conditions

The position is for three (3) years under an employment contract. Remunerations and benefits will according to the SINU Salary level for Officers under the General Support Services Stream. The contract is renewable subject to good performance.