

**JOB DESCRIPTION**

<b>Title</b>	Assistant Pastry Chef
<b>Department</b>	Business Investment and Commercial Services
<b>Reports to</b>	Pastry Chef
<b>Location/Campus</b>	Panatina & Kukum Campus

**Summary**

*The Assistant Pastry chef should be qualified and specialized in baking, dessert, pastries and cakes, and to assist pastry chef to ensure the pastry production section must satisfactorily meet the standard expectation and menu suitability. Always liaise with the head chef to assist in ordering and purchasing of ingredients in the absence of the pastry chef.*

**Main Duties and responsibilities**

	<ul style="list-style-type: none"> <li>• Assist in Creating pastry section recipe and prices.</li> <li>• Overseeing other pastry staff in the absence of the pastry chef.</li> <li>• Assist in monitoring prep work in the pastry section.</li> <li>• Assist pastry chef to ensuring perfect presentation of pastries, cakes and desserts.</li> </ul>
<b>Quality Assurance and Custom Satisfaction</b>	<ul style="list-style-type: none"> <li>• Comply &amp; implement all Health and Safety and Food Hygiene requirements.</li> <li>• Ensure Pastry temperature records and labelling are maintained and up to date.</li> <li>• Assist Pastry chef to ensure the pastry section is clean and hygienic at all times.</li> <li>• Assist Pastry chef to ensure the pastry section runs smoothly on a daily basis &amp; is adequately stocked with all necessary ingredients.</li> <li>• Promote a positive perception of the company at all times both internally &amp; externally</li> <li>• Ensure all the allocated task must be done with the short-term period contract.</li> </ul>
<b>People Management and team work</b>	<ul style="list-style-type: none"> <li>• Managing pastry section at daily basis in the absence of pastry chef.</li> <li>• Able to delegate when needed in the pastry section.</li> <li>• Assist in deal with day-to-day personnel queries.</li> <li>• Leads by example, setting the pace and standards.</li> </ul>
<b>Business, planning,</b>	<ul style="list-style-type: none"> <li>• Assist on managing day-to-day pastry section administration.</li> <li>• Assist Pastry chef daily reporting of pastry progresses.</li> </ul>

<b>reporting and management</b>	
<b><u>Dimensions</u></b>	
<b>Problem solving and impact</b>	<ul style="list-style-type: none"> <li>To assist pastry chef in resolving problems affecting the management of day-to-day business in accordance with SINU regulations.</li> <li>Assist to contribute to decisions, that has an impact on kitchen foods</li> </ul>
<b>Resource management</b>	<ul style="list-style-type: none"> <li>Assist to contribute to the overall management of the department in areas such as resource requirements and management, budget management of the pastry section.</li> <li>Assist to contribute to the management of quality, audit of the pastry section.</li> <li>Assist in Carrying out Quality Assurance, Audit and Self-Assessment procedures in line with the SINU's and the Maritime School Quality Policies.</li> </ul>
<b>Working Environment</b>	<ul style="list-style-type: none"> <li>To skillfully work cross divisions and catering teams in the resolution of issues.</li> <li>To take responsibility for conducting risk assessments and reducing workplace hazards</li> <li>To engage in continuous professional development.</li> <li>Ability to create conducive working environment for staffs.</li> </ul>
<b>Decision making authority</b>	<ul style="list-style-type: none"> <li>Assist in provision of advice to Pastry staffs.</li> <li>Oversee pastry staff daily work in the absence of pastry chef.</li> <li>Assist pastry chef by control daily pastry menus and determine resource requirements for delivering on it.</li> </ul>
<b><u>General Responsibilities</u></b>	
<ul style="list-style-type: none"> <li>To adhere to the University Equal Opportunities policy in all activities, and to actively promote equality of opportunity wherever possible.</li> <li>To be responsible for your own health and safety and that of your University</li> <li>To undertake other such other duties as may be reasonably expected.</li> <li>To provide a healthy and comfortable working environment</li> <li>To present the university in the best light at all times and ensure that all areas of personal activity comply with standards laid down by the university and relevant maritime agencies.</li> </ul>	
<b><u>Qualifications required</u></b>	
<ul style="list-style-type: none"> <li>The ideal candidates will possess certificate III in Patisserie qualification or other formal training program in pastry.</li> </ul>	
<b><u>Experience</u></b>	
<b>Essential to the position</b>	<ul style="list-style-type: none"> <li>Prior experience in managing and developing a team.</li> <li>Have practical and theoretical knowledge of a working kitchen.</li> <li>Have a high level of written and spoken English.</li> <li>Possess a demonstrated knowledge of Patisserie.</li> <li>Be prepared to participate in all ongoing in-service training and refresher training activities.</li> <li>Must possess Certificate III in patisserie trade qualification.</li> </ul>

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|  | <ul style="list-style-type: none"><li>• Ability to prepare a wide variety of pastries, cakes and desserts.</li><li>• At least more than 3 years' working experience in commercial pastry settings.</li></ul> |
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**Terms and Conditions**

The position is for one month contract under part time employment contract. Remunerations and benefits will be according to SINU part time Salary level under the support service stream.