

JOB DESCRIPTION

Title	Pastry Chef
Department	Business Investment and Commercial Service
Reports to	Head Chef
Location/Campus	Kukum Campus

Summary

The Pastry chef should be qualified and specialized in baking, dessert, pastries and cakes, and also 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.

Main Duties and responsibilities

	<ul style="list-style-type: none"> • Creates pastry recipe and prices. • Overseeing other pastry staff. • Monitoring prep work in the pastry section. • ensuring perfect presentation of pastries, cakes and desserts. • managing Pastry section supplies.
Quality Assurance and Custom Satisfaction	<ul style="list-style-type: none"> • Comply & implement all Health and Safety and Food Hygiene requirements. • Ensure Pastry temperature records and labelling are maintained and up to date. • Ensure the pastry section is clean and hygienic at all times. • Ensure the pastry section runs smoothly on a daily basis & is adequately stocked with all necessary ingredients. • Promote a positive perception of the company at all times both internally & externally • Ensure all the allocated task must be done with the short-term period contract.
People Management and team work	<ul style="list-style-type: none"> • Managing pastry section at daily basis. • Identify recruitment needs and agree action plan in a timely manner. • Able to delegate when needed in the pastry section. • Deal with day-to-day personnel queries. • Leads by example, setting the pace and standards.
Business, planning, reporting and management	<ul style="list-style-type: none"> • Manage the day-to-day pastry administration ensuring systems compliance. • Daily reporting of pastry progresses.

<u>Dimensions</u>	
<i>Problem solving and impact</i>	<ul style="list-style-type: none"> • To assist in resolving problems affecting the management of day-to-day business in accordance with SINU regulations. • To contribute to decisions, that has an impact on kitchen foods
<i>Resource management</i>	<ul style="list-style-type: none"> • To contribute to the overall management of the department in areas such as resource requirements and management, budget management of the pastry section. • To contribute to the management of quality, audit of the pastry section. • Carry out Quality Assurance, Audit and Self-Assessment procedures in line with the SINU's and the Maritime School Quality Policies.
<i>Working Environment</i>	<ul style="list-style-type: none"> • To skillfully work cross divisions and catering teams in the resolution of issues. • To take responsibility for conducting risk assessments and reducing workplace hazards • To engage in continuous professional development.
<i>Decision making authority</i>	<ul style="list-style-type: none"> • Assist in provision of advice to Pastry staffs. • Oversee pastry staff daily work. • Control daily pastry menus and determine resource requirements for delivering on it.
<u>General Responsibilities</u>	
<ul style="list-style-type: none"> • To adhere to the University Equal Opportunities policy in all activities, and to actively promote equality of opportunity wherever possible. • To be responsible for your own health and safety and that of your University • To undertake other such other duties as may be reasonably expected. • To provide a healthy and comfortable working environment • 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. 	
<u>Qualifications required</u>	
<ul style="list-style-type: none"> • The ideal candidates will possess a degree in Patisserie or certificate III in Patisserie qualification or other formal training program in pastry. 	
<u>Experience</u>	
<i>Essential to the position</i>	<ul style="list-style-type: none"> • Previous experience with control food and labor cost, demonstration of baking, pastry menu development, pricing and development of patisserie team preferred. • Prior experience in managing and developing a team. • Have high practical and theoretical knowledge of a working kitchen. • Have a high level of written and spoken English. • Possess a demonstrated knowledge of Patisserie. • Be prepared to participate in all ongoing in-service training and refresher training activities. • Must possess Certificate III in patisserie trade qualification. • Ability to prepare a wide variety of pastries, cakes and desserts. • At least than 5 years working experience in commercial setting catering.

<i>Terms and Conditions</i>	
<p>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.</p>	