



Career Opportunity

Title	HR 32/2024 — Head Chef
Faculty	Business Investment and Commercial Services (BICS)
Reports to	Manager BICS
Location/Campus	Honiara, Kukum & Panatina Campus

Summary of Duties

The position is to assist the cook to train and manage kitchen personnel and supervise/coordinate all related culinary activities. The Head Chef must have the confidence, to oversee special catering events and may also offer culinary instruction and/or demonstrate culinary techniques. They often train and mentor other cooks.

Minimum Qualification and Experience Requirements:

To be considered for this position, applicants must have:

A degree in culinary or hotel management or APTC certificate 111 in commercial cookery or a formal training program in cookery.

Experience

Essential to the position

- Previous experience with controlling food and labor costs, demonstration cooking, menu development, and pricing and development of culinary team preferred.
- Prior experience in managing and developing a team
- Have practical and theoretical knowledge of a working kitchen.
- Have a high level of written and spoken English.
- Possess a demonstrated knowledge of chef
- Be prepared to participate in all ongoing in-service training and refresher training activities.
- Must possess Commercial Cookery Certificate III trade qualification.
- Ability to prepare a wide variety of Western-style cuisine and Local dishes.
- Minimum work experience 5 years.

Main Duties and responsibilities

- Oversee that food is prepared according to the planned menu
- Monitoring prep work to ensure food is ready on time before meal times
- Ensure food items prepared is of high quality and control food wastage
- Liaise with the Kitchen store officer for food inventory needed for the menu
- Supervise the whole shift and make sure all job allocations are in place.
- Ensure that food safety practice instructions are implemented in the kitchen.
- Monitoring the stock items required for operation, by using the First In and First Out (FIFO) system. **Please refer to the job description for more information.**

Terms and Conditions

This is a full-time position with a contract term of five years, renewable based on performance and mutual agreement.

Detailed job descriptions, entry requirements, terms and conditions of employment, and application processes, can be obtained from the SINU website: <https://www.sinu.edu.sb/hrd/job/> OR Human Resource Department email: sinu.recruitment@sinu.edu.sb

Closing Date: 26 March 2024 at 4.30pm. Late or incomplete applications will not be considered. Only shortlisted applicants will be contacted.

Applications can be emailed to sinu.recruitment@sinu.edu.sb or Daniel.Uiga@sinu.edu.sb or hand delivered to the HR Department at Kukum Campus addressed to:

**Director of Human Resources
Human Resources Department
Solomon Islands National University
P.O Box R113
Honiara**