

## JOB DESCRIPTION

<b>Title</b>	Head Chef
<b>Department</b>	Business Investment and Commercial Services (BICS)
<b>Reports to</b>	Manager BICS
<b>Location/Campus</b>	Panatina & Kukum Campus

### Summary

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.

### 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.

### Quality Assurance and Custom Satisfaction

- Implement and ensure the company Health & Safety Policy is met at all times, this includes the training of all kitchen staff.
- Comply & implement all Health and Safety and Food Hygiene requirements.
- Ensure temperature records and food labeling are maintained and up to date
- Ensure the kitchen is clean and hygienic, making sure cleaning rosters are adhered to and records kept
- Ensure the kitchen runs smoothly daily & is adequately stocked with all necessary goods.
- Promote a positive perception of the company at all times both internally & externally
- Ensure that all the allocated must be done with the short-term period contract

### People Management and teamwork

- Training and recruitment of kitchen team members in line with company & statutory requirements.
- Identify recruitment needs and agree action plan promptly
- Identify training needs and deliver training to all kitchen staff
- Assist in the setup, update & completion of all staff personnel files within the time frames, ensuring terms and conditions and employee handbooks are signed and filed.
- Deal with day-to-day personnel queries
- Leads by example, setting the pace and standards.
- Praise and recognize good performance
- Deal with poor performance through informal reprimands and where necessary the company disciplinary procedure

### Business, planning, reporting, and management

- Manage the day-to-day food administration ensuring systems compliance

## **Dimensions**

### **Problem-solving and impact**

- To assist in resolving problems affecting the management of day-to-day business by SINU regulations.
- To assist in decision-making regarding the operational aspects of Administration and Human Resource Management within the Division
- To contribute to decisions, that have an impact on kitchen foods
- To provide advice on strategic issues such as the balance of student recruitment, staff appointments, and student and other performance matters.

### **Resource management**

- To contribute to the overall management of the department in areas such as resource requirements and management, budget management, and business planning.
- To participate in departmental-level strategic planning
- To contribute to the management of quality, audit, and other external assessments.
- Carry out Quality Assurance, Audit, and Self-Assessment procedures in line with the SINU's and the Maritime School Quality Policies.

### **Working Environment**

- To skillfully work across 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.
- To understand and apply the principles of equality of opportunity in a catering context

### **Decision-making authority**

- Assist in the provision of advice to kitchen staff
- Oversee staff's daily work
- Determine catering menus and determine resource requirements for delivering them.

### **General Responsibilities**

- 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 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.

### **Qualifications required**

- The ideal candidates will possess 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.

**Terms and Conditions**

The position is for five (5) years under an employment contract. Remunerations and benefits will be according to the SINU Salary Level for Officers under the General Support Service. The contract is renewable to good performance.