

JOB DESCRIPTION

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

Summary

The pastry Chef will be responsible for creating a variety of delicious pastries, desserts, and all types of baked products for the SINU student dining and cafeteria. The pastry chef will play a crucial role by ensuring the delivery of high-quality and visually appealing pastry items. The pastry chef will also supervise and do training for the kitchen staff.

Main Duties and responsibilities

- Prepare and bake a variety of pastries, desserts, and baked goods according to established recipes and quality standards
- Monitor and manage inventory of pastry ingredients, and proper storing to maintain freshness and minimise wastage.
- Oversee that the pastry product produced is prepared according to the planned menu
- Demonstrate artistic flair in the design and decoration of pastries are of high standard of visual appeal
- Monitoring prep work to ensure baked products is ready on time before meal times
- Supervise the whole shifts and make sure all job allocation in places.
- Monitoring the stocks items required for operation, by using FIFO system.
- Adhere to strict hygiene and safety standards in the kitchen, including proper food handling, storage and sanitation practices.

Quality Assurance and Custom Satisfaction

- Conduct regular tastes and evaluations to uphold the highest standards of quality
- Implement and enforce strict quality control measures to guarantee the consistency and excellence of all pastry products.
- 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 labelling are maintained and up to date
- Promote a positive perception of the company at all times both internally & externally

People Management and teamwork

- Training and recruitment of kitchen team members in line with company & statutory requirements.
- Identify recruitment needs and agree action plan in a timely manner
- 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

- Develop and update a diverse menu of pastries and desserts that align with the customer's preference
- Update with the current pastry trends and innovative techniques to bring new and exciting offerings to the menu
- To provide plans for future expansion of the pastry operation
- To explore viable business opportunities to increase sales
- Manage the day-to-day pastry administration ensuring systems compliance

Dimensions

Problem-solving and impact

- Lead and inspire a team of pastry cooks, providing guidance and training to enhance their skills.
- To assist in resolving problems affecting the management of day-to-day business in accordance with 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

- Foster a positive and collaborative working environment within the pastry team
- To collaborate with kitchen staff and other team member to ensure smooth coordination of services
- 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.

Decision-making authority

- Provide advice on how to improve in pastry kitchen and operation
- Monitor staff performance and provide constructive feedback to enhance team efficiency
- Schedule and organize staff on duty shifts
- Determine catering menus and resources needed 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 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.

Qualifications required

- The ideal candidates will possess a degree in culinary or APTC certificate 111 in commercial cookery or a formal training program in pastry.

Experience

Essential to the position

- Previous experience with controlling food and labour 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.