

Career Opportunity

Title	HR 24/2026 — Head Chef
Faculty/Department	Business Investment & Commercial Services (BICS)
Reports to	Manager Business Investment & Commercial Services (BICS)
Location/Campus	Kukum Campus

Summary of Duties

The Head Chef is responsible for planning, managing, and overseeing all kitchen operations to ensure the efficient preparation and delivery of quality meals across the University. The successful candidate will lead the catering team, maintain high standards of food quality, safety, and hygiene, and coordinate catering services for university events and functions.

Key Responsibilities

The successful applicant will:

- Plan, coordinate, and oversee the daily preparation and delivery of meals for students, staff, and visitors.
- Ensure meals are prepared and served on time while maintaining high standards of quality, presentation, and taste.
- Maintain and monitor compliance with food safety, hygiene, and occupational health and safety standards.
- Conduct quality assurance checks and implement continuous improvements based on customer feedback.
- Lead, supervise, and mentor kitchen and catering staff to promote teamwork and professional development.
- Coordinate catering services for university meetings, conferences, events, and special functions.
- Develop menus that cater to diverse dietary requirements while maintaining nutritional standards.
- Manage kitchen budgets, food inventory, and cost controls to ensure efficient use of resources.
- Address customer feedback and resolve service-related issues promptly and professionally.

Qualifications & Experience

Applicants should possess:

- A relevant **Culinary Qualification or Diploma**.
- A **Degree in Hospitality Management, Food Service Management**, or a related field will be an advantage.
- Proven experience as a **Head Chef** or in a senior culinary leadership role, preferably within an institutional, hospitality, or large-scale catering environment.
- Demonstrated knowledge of food safety regulations, kitchen management, and catering operations.

Key Performance Indicators (KPIs)

The successful candidates should demonstrate:

- Extensive experience in professional cooking and large-scale catering operations.
- Strong leadership and people management skills with the ability to lead, mentor, and develop kitchen staff.
- Excellent customer service and communication skills with the ability to respond effectively to feedback.
- Sound knowledge of nutrition, menu planning, and accommodating diverse dietary requirements.
- Thorough understanding of food safety, hygiene regulations, and workplace health and safety standards.
- Strong organisational, planning, and budgeting skills.

Remuneration and Benefits

- Annual Salary: SBD \$43,920.72 – SBD \$68,447.11
- Annual Leave Entitlement: 20 Working days
- Annual Gratuity: 15% of Annual Basic Salary
- Housing : 15% housing allowance of basic salary or rental entitlements under the University Policy.
- Other Terms and Conditions of Service relevant to this position: As per Contract and SINU Policy.

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 Contact Safina Roger - Safina.Roger@sinu.edu.sb

SINU is an equal opportunity employer. We welcome all qualified applicants, especially Solomon Islanders.

Closing Date: 31 July 2026 at 4.30pm. Late or incomplete applications will not be considered. Only shortlisted applicants will be contacted.

Applications can be emailed to Safina Roger - Safina.Roger@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**