




## Job Description

<b>Position Title</b>	Head Chef
<b>Department</b>	Business Investment and Commercial Services (BICS)
<b>Reports to</b>	Manager BICS
<b>Position Level</b>	Band 1(GSS)
<b>Purpose Of the Role</b>	The position is responsible for assisting in providing high-quality meal preparation and delivery services for students. It supports efficient kitchen operations and ensures customer satisfaction through high-quality meals.
<b>Detailed Roles &amp; Responsibilities</b>	
<b>Service</b>	<ul style="list-style-type: none"> <li>• Oversee the planning and delivery of daily food services to students, staff, and visitors.</li> <li>• meals are prepared and served on time, maintaining high standards of presentation and taste.</li> <li>• Address and resolve any service-related issues promptly to ensure a positive dining experience.</li> </ul>
<b>Quality</b>	<ul style="list-style-type: none"> <li>• Maintain consistent high standards of food quality, safety, and hygiene across all services.</li> <li>• Implement and monitor compliance with health and safety regulations</li> <li>• Conduct quality control checks and gather feedback to continuously improve service standards.</li> </ul>

<b>Team Work</b>	<ul style="list-style-type: none"> <li>• Lead and supervise the kitchen and catering team, fostering a collaborative and professional environment.</li> <li>• Promote effective communication among team members to ensure smooth kitchen operations.</li> <li>• Provide training, mentorship, and support to junior staff</li> </ul>
<b>Administration</b>	<ul style="list-style-type: none"> <li>• Plan and oversee catering for university events, conferences, and special occasions.</li> <li>• Develop and adhere to budgets, controlling costs while maintaining quality standards.</li> </ul>
<b>Qualification and Experience</b>	<p>Relevant culinary qualification or diploma  Degree in Hospitality Management, Food Service Management  Proven experience as a Head Chef or senior culinary professional, ideally within institutional or large-scale catering environments.</p>
<b>Key Deliverables</b>	<ul style="list-style-type: none"> <li>• Timely availability of food to accommodate university schedules and events.</li> <li>• Consistently prepared and served meals that meet quality, presentation, and nutritional standards.</li> <li>• Flexibility and responsiveness to unique event requirements.</li> <li>• Regular review and refinement of menus, processes, and service standards</li> </ul>
<b>Key Selection Criteria (KSC)</b>	<ol style="list-style-type: none"> <li><b>1. Experience</b> <ul style="list-style-type: none"> <li>• Experience in professional cooking, particularly in large-scale or institutional catering environments.</li> </ul> </li> <li><b>2. Leadership and Team Management</b> <ul style="list-style-type: none"> <li>• Strong leadership skills with the ability to motivate, supervise, and develop kitchen staff.</li> </ul> </li> <li><b>3. Customer Service and Communication Skills</b></li> </ol>

	<ul style="list-style-type: none"> <li>• Ability to handle feedback professionally and resolve issues promptly.</li> </ul> <p><b>4. Knowledge of Nutritional Standards and Dietary</b></p> <ul style="list-style-type: none"> <li>• Ability to adapt menus to meet diverse dietary needs</li> </ul> <p><b>5. Food Safety and Hygiene Standards</b></p> <ul style="list-style-type: none"> <li>• Proven track record of maintaining compliance and ensuring a safe working environment.</li> </ul>
<b>Compliance</b>	<ul style="list-style-type: none"> <li>• Adhere to SINU policies, OHS, and Code of Conduct</li> <li>• Support quality assurance and accreditation requirements</li> </ul>
<b>Terms and condition</b>	<p>This position is offered on a Fixed Term contract of Five (5) Years, Subject to performance review and renewal in accordance with university Policies.</p> <p>Annual Salary Range: \$ 43,920.72 -\$ 68,447.11</p> <p>Annual Leave Entitlement: 20 working days</p> <p>Annual Gratuity: 15% of annual basic salary (paid biannually)</p> <p>Housing: A 15% housing allowance of basic salary and or access to university rental policy schemes</p>
	<p><b>SECTION H - APPROVAL (Business use only)</b>  <i>This Job Description is approved on the basis that I believe it accurately reflects the requirements of the position and will assist the SINU to achieve its Strategic objectives:</i></p>  <p>.....  Director Human Resource</p> <p style="text-align: right;">26<sup>th</sup> June 2026  Date-Approved</p>

	Additional Comments:
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