



Career Opportunity

Title	HR 25/2026 — Assistant 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 Assistant Head Chef supports the Head Chef in supervising kitchen operations, coordinating culinary activities, training and mentoring kitchen staff, and maintaining high standards of food quality, hygiene, and customer service. The role also assists in catering for university functions and special events while ensuring efficient and safe kitchen operations.

Key Responsibilities

The successful applicant will:

- Assist the Head Chef in planning, coordinating, and supervising daily kitchen operations.
- Support the timely preparation and delivery of high-quality meals for students, staff, visitors, and university events.
- Ensure food is prepared, presented, and served in accordance with established quality and presentation standards.
- Maintain compliance with food safety, hygiene, and occupational health and safety requirements.
- Support quality control measures and contribute to continuous improvements in food preparation and service.
- Assist in training, mentoring, and supervising junior kitchen staff to encourage teamwork and professional development.
- Work collaboratively with kitchen personnel to ensure efficient and effective service delivery.
- Assist in catering for conferences, official functions, and special university events.
- Respond promptly and professionally to food service issues and customer feedback.

Qualifications & Experience

Applicants should possess:

- A **Diploma or other recognised culinary qualification** from a recognised institution such as **APTC, USP, FNU**, or an equivalent institution.
- A minimum of **five (5) years' industry experience**, including experience in kitchen supervision or supporting a Head Chef.
- Demonstrated knowledge of commercial kitchen operations, food preparation, and catering services.

Key Performance Indicators (KPIs)

The successful candidates should demonstrate:

- Experience working in a busy commercial or institutional kitchen, preferably in a supervisory or senior culinary role.
- Strong communication and interpersonal skills with the ability to work effectively with staff, suppliers, and management.
- Sound knowledge of food safety standards, hygiene practices, and regulatory compliance.
- Excellent teamwork skills and the ability to support and motivate kitchen staff.
- Strong organisational and time management skills with the ability to prioritise tasks and meet deadlines.
- Flexibility, adaptability, and the ability to perform effectively in a fast-paced environment.

Remuneration and Benefits

- Annual Salary: SBD \$30,294.95—SBD \$41,195.57
- 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**