



Job Description

Position Title	Assistant Head Chef
Department	Business Investment and Commercial Services (BICS)
Reports to	Manager Business Investment and Commercial Services (BICS)
Position Level	Grade 1 (GSS)
Purpose Of the Role	The position is to assist the Head Chef and will train and manage kitchen personnel and supervise/coordinate all related culinary activities. The Assistant Head Chef may assist the head chef to oversee special catering events and may also offer culinary instruction and/or demonstrate culinary techniques. The Assistant Head Chef works directly with the head chef to supervise kitchen personnel with responsibility for hiring, discipline, performance reviews and initiating pay increases.
Detailed Roles & Responsibilities	
Service	<ul style="list-style-type: none"> • Support the Head Chef in ensuring timely and efficient food preparation and delivery to meet service standards. • Assist in managing kitchen operations during service periods, ensuring dishes are prepared accurately and presented attractively. • Contribute to maintaining a positive dining experience by supporting prompt resolution of any food-related issues or customer feedback.

Quality	<ul style="list-style-type: none"> • Assist in maintaining high standards of food quality, presentation, and consistency • Support the implementation of quality control procedures, including regular checks during food preparation. • Contribute to continuous improvement initiatives aimed at enhancing food quality, safety, and service standards.
Team Work	<ul style="list-style-type: none"> • Provide guidance and support to junior kitchen staff, assisting in their training and development. • Collaborate effectively with kitchen staff, fostering a cohesive and motivated team environment.
Qualification	<p>The ideal candidates will possess a Diploma or related culinary qualification from a recognized Institution (APTC, USP, and FNU) with more than 5years of industry and culinary management experience.</p>
Key Deliverables	<ul style="list-style-type: none"> • Uphold food safety, hygiene, and cleanliness standards at all times. • Consistently prepare and present high-quality dishes in accordance with standards. • updated with culinary trends and incorporates best practices. • Teamwork and effective communication within the kitchen. • Timely delivery of food to meet customer expectations.
Key Selection Criteria (KSC)	<p>1. Experience</p> <ul style="list-style-type: none"> • Experience in a busy kitchen environment, preferably in a supervisory or supporting role to a Head Chef. <p>2. Communication and Interpersonal Skills</p> <ul style="list-style-type: none"> • Strong communication skills to liaise with staff, suppliers, and management effectively.

	<p>3. Food Safety and Hygiene Knowledge:</p> <ul style="list-style-type: none"> • Knowledge and understanding of food safety standards, hygiene practices, and regulatory compliance <p>4. Teamwork and Collaboration</p> <ul style="list-style-type: none"> • Ability to work effectively within a team, supporting the Head Chef and contributing positively to kitchen operations. <p>5. Organisational Skills:</p> <ul style="list-style-type: none"> • Ability to follow instructions accurately, manage prep work, and ensure timely delivery. <p>6. Flexibility and Adaptability:</p> <ul style="list-style-type: none"> • Ability to assist in various kitchen tasks, adapt to changing priorities, and work under pressure
Compliance	<ul style="list-style-type: none"> • Adhere to SINU policies, OHS, and Code of Conduct • Support quality assurance and accreditation requirements
Terms and condition	<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: \$30,294.95 - \$ 41,195.57</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>
	SECTION H - APPROVAL (Business use only)

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:



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Director Human Resource

26th June 2026
Date-Approved

Additional Comments:

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