

JOB DESCRIPTION: EXECUTIVE CHEF

GENERAL DESCRIPTION:

Acting in an entrepreneurial fashion the school's Executive Chef will supervise, coordinate and provide overall planning of the kitchen operations. The executive chef plans menus, purchases, prepares food, and supervises adult workers in the serving of the food.

QUALIFICATIONS:

1. Diploma in Food and Beverage Service & Sales or equivalent in Food Production.
2. Must be a spiritually mature and growing Christian who is active in his/her Christian life, with an understanding and commitment to a philosophy of Christian Education, compatible with that of Rosslyn Academy
3. Self-motivated.
4. Well-organized.
5. Knowledge of foods and meal preparation. With drive to keep abreast with new and exciting meal offerings to canteen eaters.
6. Ability to motivate and lead a team towards accomplishment of goals
7. Good communication skills, spoken and written English.
8. Food Handlers Certification - Nairobi County.

RESPONSIBILITIES:

1. Plan lunch menus.
2. Maintain inventory and good storage of food stocks.
3. Keep files of meal counts.
4. Coordinate the purchase of all needed food, kitchen supplies, and equipment
5. Responsible for the cleanliness and maintenance of the kitchen and storage areas.
6. Supervise all food service personnel.
7. Supervise food preparation, serving, and clean-up.
8. Give any needed recommendations or other input to the business administrator.