

VACANCY ANNOUNCEMENT-SCHOOL HEAD CATERER

Job Purpose

Mudzini School seeks to recruit a well-qualified Head Caterer will be responsible for ensuring students are served nutritious meals in an atmosphere of efficiency, cleanliness and warmth. He/she is responsible for the supervision of cafeteria personnel and the overall operation of the kitchen.

Main duties and responsibilities:

- Plans and directs to preparation and serving of all food in the school.
- Determines the quantities of each food to be prepared daily according to a planned menu using tested and uniform recipes.
- Assists other cooks in the preparation of food.
- Instruct cooks and other workers in the preparation, cooking, garnishing, and presentation of food.
- Supervises and instructs kitchen personnel in the safe, proper, and efficient use of all kitchen equipment.
- Maintains a neat and orderly kitchen with the highest standards of safety and cleanliness.
- Purchase and maintains an inventory of all foods, supplies, and equipment.
- Monitor, organise and maintain appropriate stock control levels in all areas including records of monthly stocktaking.
- Calls in orders of all necessary supplies to approved vendors.
- Supervises the storage and care of foods and supplies.
- Oversees and participates in the cleaning of kitchen, serving, storage and dining areas.
- Plans work schedules, and arranges for substitutes when required.
- Monitor sanitation practices to ensure that employees follow standards and regulations.
- Ensure that established health and safety procedures are followed. Keep abreast of changing requirements
- Oversee that the daily operation of the kitchen is done everyday properly.
- Assumes responsibility for checking that all equipment in the cafeteria area is in safe, working condition, and notifies the appropriate authority when repairs or replacements are needed.
- Ensure that foods are maintained at proper temperatures for storing and serving.
- Plan menu and thaw food products accordingly.
- Order needed food/supplies and sign for all deliveries against delivery slips.
- Move heavy packages, boxes, and/or other food related items as needed.
- Supervise and evaluate kitchen employees. Make recommendations to the Headmaster and HR in matters of discipline, promotion and retention.
- Assist HR in interviewing and hiring new staff.
- Maintain all required records and forward required reports to Headmaster.
- Assume responsibility for keys to kitchen/building; turn in all keys to the Headmaster at the end of the school year.

- Require all food service workers to be courteous and pleasant to students, employees, and other staff.
- Reports immediately to the Headmaster of any accident or student behavioural problem occurring in the kitchen or the dining hall premises.
- Perform other duties as assigned by the Headmaster.

Education and Experience:

- Should have a minimum of a diploma in Food and beverage, catering or any related field.
- At least 3 years of experience in the same field.
- A proficiency in the preparation of large quantities of food and good dietary practices.
- Should have a first Aid and Food certificate.

Skills and attribute:

- Strong sense of responsibility
- Ability to communicate courteously, efficiently and effectively with a variety of individuals, including students, staff, administrators, parents, and representatives of outside organizations
- Ability to successfully manage a number of diverse tasks in a pressurized environment.
- Ability to work flexible work arrangements to assist with activities and events outside of standard hours.
- Attention to detail and accuracy in all record keeping.
- Ability to solve problems
- Strong work ethic
- High energy level & work standards
- Stress tolerant and a team player
- Dependability, punctuality and initiative are essential
- Good personal hygiene
- Great leadership skills and very organized

How to Apply

If you are up to the challenge, possess the necessary qualification and experience; please send your CV only quoting the job title on the email subject (School Head Caterer) to hr@manyhopes.org before, 10th June 2017.