



INTERNATIONAL SCHOOL SUVA

World Class Citizens ~ Life Long Learners

Job Description

Position: Chef

Reporting to: Business Manager

Key roles and responsibilities:

Meal Preparation and Cooking:

- Assist in construction of menus with new or existing culinary creations
- Prepare a variety of meals that are nutritious, appealing, and culturally diverse.
- Ensure all meals are prepared on time and in accordance with the planned menu.

Kitchen Management and Teamwork:

- Oversee daily kitchen operations, including food preparation, cooking, and cleanup.
- Ensure all kitchen equipment is maintained and functioning properly.

Health and Safety Compliance:

- Maintain a hygiene and organized kitchen that adheres to health and safety regulations.
- Implement and follow food safety protocols to prevent contamination and foodborne illnesses.
- Ensure proper storage and handling of all food items.

Teamwork and Collaboration:

- Foster a positive and cooperative work environment among kitchen staff.
- Encourage and support team members.
- Communicate clearly and effectively with all team members to ensure smooth kitchen operations and a positive dining experience.

Administrative Duties:

- Keep accurate records of food inventory, purchases, and expenses.
- Attend meetings and training sessions as required.

Qualifications and skill sets:

- Applicants must have at least a Diploma in Cookery and/or Culinary Arts or relevant discipline and 2 years of experience.
- Must have excellent communication skills.

Application closes on 20 July, 2024