



As the Culinary Administrative Assistant, your responsibilities will include managing the Executive Chef's schedules and aiding the Executive Chef and Culinary Team in effective and efficient verbal, written, and electronic communication with kitchen employees, and other departments as necessary. Your strong understanding of the demands of working in a fast-paced kitchen environment, ability to prioritize administrative tasks, ability to maintain a calm demeanor, professional approach, and strong computer skills will guarantee your success in the organization of the office.

### **Responsibilities**

- Act as a liaison between all other departments and the kitchen management team, communicating information about Talent and culture needs, Catering, and other requests.
- Write, research, and prepare reports, documents, menus, and letters as requested by the Executive Chef and kitchen management team, arrange, and attend monthly staff general meetings, prepare "minutes" of all meetings, involved in Offsite Events (planning, preparation, and execution).
- Responsible for managing E-Mails, Tasks, and Calendars for the Executive Chef and Kitchen management.
- Responsible for printing out, updating, and positing the information that is needed for the chef's communication board, daily, weekly, and monthly.
- Carry out daily processing, filing, and tracking of all Culinary/Stewarding vacation requests, all colleague attendance, and tardiness.
- Perform a variety of duties in the coordination, administration, and implementation of culinary tasks, events, and processes and oversee daily tasks in the Colleague Cafeteria.
- Maintain and track all daily/monthly HACCP logs.
- Responsible for temperature records from all kitchens. Collect and/ or follow up with the head of culinary outlets and input temperature record logs.
- Work with culinary leaders on inputting all recipes that are provided by the team.
- Print menus, menu cards, Labels, sleeves, etc.
- Assist in the preparation of colleague onboarding (training manuals, lockers, uniforms).
- Responsible for proactively completing culinary projects within the given time frames given to you by the Exec Chef and/or Sous Chef.
- Handle various administrative tasks, including but not limited to menu writing, inventory management, and record keeping.
- Manage kitchen schedules and coordinate with the kitchen staff.
- Maintain and track all maintenance logs.
- Collaborate with the Executive Chef to ensure recipes and food preparation guidelines are followed.
- Ensure that all food safety and hygiene standards are met in the kitchen.
- Assist in keeping track of relevant permits and licenses.
- Assist with development and growth plans by coordinating the completion of employee performance reviews.

**Requirements**

- 3+ years of experience as an Administrative Assistant or equivalent.
- 1+ years of Hospitality experience preferred; Food and beverage experience an asset with a strong interest in a professional food and beverage environment.
- University/College degree in Hospitality, Administration, or Communication preferred, High School diploma or equivalent training certification required.
- Fluent in Microsoft Office suite, e-mail/Internet applications required.
- Digital photography program experience, InDesign, and PowerPoint will be an advantage.
- Knowledge of Time Management and inventory Systems like Marketman will be an asset.
- Two-way communication and proven advanced writing skills.
- Ability to multi-task and handle assignments in a fast-paced work environment.
- Ability to work independently and cohesively as part of a team.
- Thoroughly organized and motivated individual, a self-starter, highly responsible and reliable.
- Strong interpersonal and problem-solving abilities.
- Desirable: Food handling/sanitation certification.

**Other Requirements:**

- Valid Cayman Islands Driver's License.
- Clear Police Clearance Report.
- Salary will commensurate with experience.

Role includes all statutory benefits, i.e., Health Insurance, Pension, Daily lunch.

Qualified Caymanians and PR Holder are strongly encouraged to apply and will receive priority for consideration. Visit: <https://miseenplace.bamboohr.com/careers> to submit your application.