



JOB DESCRIPTION- SCHOOL CHEF

The School Chef will:

- Supervise kitchen operations and manage multiple duties simultaneously in an organized manner.
- Be aware there may be more demanding periods. For example, the start of the school year and during initial stages of implementing new requirements from the Department of Education
- Lead the staff in all matters related to food preparation.
- Plan and supervise tasks carried out by the food preparation team.
- Ensure meals are provided on time and that adequate quantities are available.
- Ensure efficient service and good flow in the service area.
- Schedule employee hours. Monitor employee hours and submit timecards to HR department fortnightly for payroll.
- Control staff expense and reduce hours in accordance with school activities. E.g., Year groups absent for field trips, half days for end of term, Students absent from school for work experience etc.
- Evaluate staff performance and submit annual review to the HR department.
- Issue written warning and take corrective measure when staff do not follow instructions
- Ensure staff lunch is available daily.
- Liaise with the school and act as an ambassador for M.E.P
- Provide MEP management team with regular reports.
- Create monthly menus for all schools and submit the monthly menus to the Department of Education, the relevant school and MEP management team no later the 28th of the preceding month
- Ensure menus are posted for students' attention.
- Promote new products and menu items to students.
- Ensure the menu adheres to The Cayman Island Public School Standards for Food Provision
- Ensure the menu is appealing to students and school staff.
- Keep abreast of culinary and healthy diet trends and incorporating these into the menu.
- Develop and cost recipes and ensure that the portions control is observed.
- Maintain accurate records of service provided to students who are on a postpaid meal program.
- Control food cost and minimizing food waste.
- Order food supplies
- Deal with suppliers and check that the correct order has been delivered at the quoted prices.
- Maintain kitchen and equipment. Notify the school facility coordinator immediately regarding faulty equipment and follow up until repair is complete.
- Advise accounts department regarding additional equipment purchase requests.

- Submit a monthly inventory to accounts department and control inventory level.
- Monitor inventory and notify MEP management team immediately if you suspect a security issue.
- Assist with new hires, including recruiting, interviewing, and training
- Implement and enforce kitchen closing/reopening procedures for school breaks.
- Maintain high standards of sanitation and comply with Department of Environmental Health requirements to maintain excellent annual reports.
- Keep abreast of and complying with the latest health and safety laws and regulations.
- Take responsibility for the health and safety of the food team.
- During school break – be prepared to assist at different areas within our company such as Events and MEP warehouse.

Qualifications:

- A bachelor’s degree in a related field is required or equivalent qualification.
- In-depth knowledge of restaurant best practices and cooking methods.
- Advanced troubleshooting skills and aptitude for getting things done.
- Excellent communication skills, and a natural leader. Someone who can guide and mentor and a team.
- Working knowledge of Microsoft Office Suite is an asset.

Company Benefits:

Health Insurance, Pension, Mobile Phone, Daily Lunch.

Other requirements:

- Applicants must have a no-convictions police record.

Qualified Caymanians/PR Holders are strongly encouraged to apply and will receive priority for consideration.

How to apply

Qualified applicants can visit the following link to apply:

<https://miseenplace.bamboohr.com/careers/21>