



School Head Cook Job Description

- Supervise kitchen operations efficiently while managing multiple tasks in an orderly fashion, especially during busy periods such as the beginning of the school year or when implementing new school requirements.
- 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 warnings and take corrective measures when staff do not follow instructions.
- Ensure staff lunch is available daily.
- Liaise with the school and act as an ambassador for MEP.
- Provide MEP management team with regular reports.
- Create monthly menus for all schools and submit the monthly menus to the school, the relevant school and MEP management team no later than 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 appeals to students and school staff.
- Keep abreast of culinary and healthy diet trends and incorporate 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 minimize 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 the accounts department and control inventory levels.
- Monitor inventory, 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.



Company Benefits:

Health Insurance, Pension, Mobile Phone, Daily Lunch.

Other requirements:

A bachelor's degree in a related field is required.

Applicants must have a no-convictions police record.

Qualified Caymanians and PR Holder are strongly encouraged to apply and will receive priority for consideration. Apply by visiting <https://miseenplace.bamboohr.com/careers/21>