

## Job Description

Job title/Position:	Senior Cook
Division:	Operations
Direct Supervisor:	Executive Chef & Manager hkaEats

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### Position Overview

The Senior Cook reports to the Chef De Cuisine HKA Eats. The primary purpose of the role is to execute the day to day cooking of the school catering assisting the Chef de Cuisine of HKA Eats in assuring the prompt, safe, compliant, provision of the school food operation.

### Qualifications and Experience

The Senior Cook should have:

- Culinary certificate holder or equivalent disciplines;
- Certification in Food Hygiene/HACCP Management
- A minimum of 5 years of relevant working experience in a similar position, preferably in international schools or educational institutions;
- Knowledge of meal production, planning, sanitation, and use and care of institutional equipment and utensils.
- Broad cuisine experience similar to a hotel coffee shop or club main restaurant.
- Experience in procedures in ordering, receiving, storing and inventorying food and supplies. Health and safety rules and regulations pertaining to food establishments including sanitation and maintenance regulations.
- Knowledge with all phases of food preparation, production, and service.
- A sympathetic appreciation of special needs of campus clientele.
- Assisting management in accomplishing the general social and recreational objectives of the School
- Good time management skills, ability to multi-task, and able to work under pressure;
- Resourceful and independent;
- Good communication skills in English and Cantonese
- Principles and practices of supervision and training

### Working Hours

A five (5) or a five (5) and a half (1/2) work week totaling 45 hours. Working hours outside the normal office hours might be required as determined by the needs of the school.

### General Responsibilities

The Senior Cook will be responsible for:

- Assists Chef de Cuisine to estimates and order amount of food and supplies needed; conducts ongoing training for and monitoring of employees.

- Executes daily work for efficient use of labor.
- Trains and assists employees in the proper handling of foods, correct use and care of equipment and high standards of sanitation and safety
- Helps supervise and participates in food preparation and distribution to students, staff and school community; assists with planning for catered events such as meetings, activities and parties; helps coordinates food service operations with school activities to improve school and community relations and increase student participation.
- Communicates with students, staff, faculty, and outside organizations to exchange information, receives suggestions, and resolves issues related to food service.
- Performs other duties consistent with the position assigned as may be requested by their direct supervisor.

Contact: [recruitment@hkacademy.edu.hk](mailto:recruitment@hkacademy.edu.hk)

Feb 2018