

Job Description

Job Title: Chef/Food Service Manager

Division: Whole School

Direct Supervisor: Director of Facilities and Operations

Position Overview

The Chef/Food Service Manager reports to the Director Facilities and Operations. The primary purpose of the role is to manage and coordinate the day-to-day food service operations of the School; assure compliance with requirements and laws regarding nutrition, sanitation, safety and record-keeping; select, assign, schedule, supervise, direct, and evaluate assigned food service personnel.

Qualifications and Experience

The Food Service Manager should have:

- Bachelor or culinary degree holder in food service operations and/or management or equivalent disciplines;
- Certification in Food Protection Professional, Dietary Manager, food-management & hygiene related programs, preferred
- A minimum of 10-15 years of relevant working experience in a similar position, preferably in international schools or educational institutions;
- Knowledge of meal production, planning and scheduling, nutrition, sanitation, operation regulations and requirements and use and care of institutional equipment and utensils.
- 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.
- Budget preparation, control and record-keeping techniques.
- Knowledge with all phases of food purchasing, preparation, production control, merchandising, service, and inventory control.
- Administrative ability and understanding of the technical aspects of menu planning. Working knowledge of nutrition and dietetics. A sympathetic appreciation of special needs of campus clientele.
- Resourcefulness in using School facilities 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;
- Excellent communication skills in English
- Principles and practices of supervision and training
- Strong business management skills

Working Hours.

Variable and flexible 40 hours per week. Willing to perform shift duties after hours and on weekends, if required. Working hours outside the normal office hours might be required as determined by the needs of the school.

General Responsibilities

The Food Service Manager will be responsible for:

- Estimates and orders amount of food and supplies needed; monitors and controls expenditures; maintains assigned budget. Directs, assigns, schedules and evaluates food service personnel: conducts training sessions for new employees
- Inspects lunchroom and kitchen area daily to assure compliance with health, safety and sanitation requirements and regulations.
- Plans and coordinates daily work for efficient use of labor; receives calls from employees and calls substitutes as necessary
- Trains and assists employees in the proper handling of foods, correct use and care of equipment and high standards of sanitation and safety
- Maintains, prepares and reviews a variety of menu production records, inventories, logs and reports; accumulates data and inputs information into a computer as appropriate and files documents as necessary
- Supervises and participates in food preparation and distribution to students, staff and school community; plans for catered events such as meetings, activities and parties; plans and coordinates food service operations with school activities to improve school and community relations and increase student participation
- Communicates with students, staff, faculty, parents and outside organizations to exchange information, receives suggestions, and resolves issues related to food service
- Participates in, schedules and attends in-service meetings and workshops related to assignment
- Performs other duties consistent with the position assigned as may be requested by their direct supervisor
- Analyze situations accurately and adopt an effective course of action
- Work in partnership with the Operations Department in developing and implementing mission aligned sustainability protocols and strategies for whole school
- Coordinate bi-annual and annual kitchen shutdown, deep cleaning, pest control, recycling and maintenance record with Facility & Operation Department.
- Provide support and assistance to the Operations team as required

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