

Job Description

Job title/Position: Cook
Division: Operations
Direct Supervisor: Catering Chef/Food Service Manager

Position Overview

The Cook reports to the Catering Chef/Food Service Manager. The primary purpose of the role is to execute the day to day cooking of the school catering, assuring the prompt, safe, compliant, provision of the school food operation.

Qualifications and Experience

The Cook should have:

- Culinary certificate holder or equivalent disciplines;
- A minimum of 2 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 receiving and storing food and supplies. Health and safety rules and regulations pertaining to food establishments including sanitation.
- Knowledge with food preparation, production, and service.
- A sympathetic appreciation of special needs of campus clientele.
- Good time management skills, ability to multi-task, and able to work under pressure;

General Responsibilities

The Cook will be responsible for:

- Participates in food preparation and distribution to students, staff and school community; assists with catered events such as meetings, activities and parties; helps deliver food service operations with school activities to improve school and community relations and increase student participation.
- Executes daily work for efficient use of time and facilities.
- Manages freezer and storeroom inventory, including the lifting, moving, and organizing of food stock.
- Performs other duties consistent with the position assigned as may be requested by their direct supervisor.

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.

Contact: recruitment@hkacademy.edu.hk

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