



# JOB DESCRIPTION

**Job Title:** Senior Chef

**Location /Area:** Tininga Ltd, Mt Hagen

**Reports to:** Head Chef/Restaurant Manager

**Subordinate:** Kitchen Staff

## Job Description: Senior Chef (AM Shift)

**Location:** Kofi Kai Restaurant, Mt Hagen

**Position:** Full-Time

### Role Overview:

We are seeking a talented and passionate **Senior Chef (AM Shift)** to join our dynamic kitchen team. The ideal candidate will be responsible for overseeing kitchen operations during the morning and early afternoon shifts, focusing on maintaining high culinary standards, managing staff, and helping to grow the Grab & Go business. This role is integral in ensuring the smooth flow of operations during the busiest morning and early afternoon periods.

### Key Responsibilities:

- **Staff Management:** Supervise and train kitchen staff, ensuring all tasks are completed to the highest standards. Maintain a positive and productive kitchen environment.
- **Roster Management:** Develop and manage daily kitchen staff rosters to ensure appropriate coverage and operational efficiency.
- **Menu Creation & Specials:** Contribute to menu creation, incorporating seasonal items and local ingredients. Develop and introduce weekly chef specials to keep the menu fresh and exciting.
- **Grab & Go Focus:** Oversee and drive the Grab & Go business, ensuring products are consistently stocked, visually appealing, and of high quality. Work on expanding the Grab & Go range to boost sales.
- **Stocktake & Inventory Management:** Responsible for regular stocktaking and maintaining stock levels, ensuring the kitchen operates efficiently without waste.
- **Quality Control:** Ensure all food leaving the kitchen meets Kofi Kai's high standards of quality, presentation, and taste.
- **Customer Interaction:** Respond to and resolve customer issues in a friendly and courteous manner, ensuring a positive experience. Ensure that customer orders are processed accurately and in a timely manner.
- **Hygiene Standards:** Ensure the kitchen environment looks hygienically presentable and is maintained consistently throughout trading hours.

- **Staff Training & Support:** Ensure kitchen services are adequately staffed and that all kitchen staff are trained to deliver efficient services to clients/customers.
- **Health & Safety:** Adhere to all health and safety standards, ensuring a clean and safe work environment. Conduct regular checks of kitchen equipment.
- **Step in During Absences:** Step in to cover for team members who are absent due to health reasons, ensuring smooth kitchen operation and service standards.
- **Hands-On Flexibility:** Demonstrate a hands-on approach and flexibility, understanding that as a salaried staff member of the leadership team, you may be required to work additional hours or take on extra responsibilities during staff shortages.
- **Workplace Respect:** Promote a healthy and respectful workplace, ensuring all staff, including yourself, take a full 1-hour break during shifts, rather than abbreviated 10-15 minute breaks.
- **Lead by Example:** Lead by example by prioritizing rest and recovery to maintain peak performance and morale.

### Requirements:

- Proven experience as a Senior Chef, preferably in a high-volume setting.
- Strong leadership skills with the ability to manage a team effectively.
- Passion for food, creativity in menu design, and an eye for detail.
- Experience in Grab & Go operations and stock management.
- Ability to work well under pressure in a fast-paced environment.
- Knowledge of food safety and hygiene standards.
- Excellent communication and organizational skills.
- Flexibility to work early morning and weekend shifts.

This role plays a pivotal part in Kofi Kai's continued growth, with a strong focus on teamwork, innovation, and ensuring an excellent culinary experience for all guests. We are looking for a passionate and dedicated Senior Chef who can lead by example, take on added responsibility when needed, and thrive in a fast-paced, dynamic environment.

Employee Signature: .....Date:.....

Store Manager's Signature: ..... Date:.....

Managing Director's Signature: .....Date: .....