

GRACE KITCHEN MINISTRIES

VACANCY

KITCHEN MANAGER

Applicants are invited to apply for a KITCHEN MANAGER position that has arisen at GRACE KITCHEN MINISTRIES, an initiative of the Bellville Presbyterian Church in Bellville. This is a half day position from Monday to Friday (08:00 – 12:00), with the possibility of working overtime on weekday afternoons and/or evenings and/or weekends in the event of catering/functions.

QUALIFICATIONS AND EXPERIENCE:

- Relevant tertiary qualification in the Food & Hospitality Industry
- Proven experience in hospitality and catering of at least 3 years
- Proven experience in managing of kitchen staff of at least 3 years
- Knowledge of Health & Safety procedures in the kitchen as per HACCP guidelines

SKILLS AND ATTRIBUTES:

- Professional communications skills
- Strong administration skills
- Ability to multitask
- Good organising skills

RESPONSIBILITIES:

- Day-to-day management of kitchen, stock, staff and volunteers
- Provision and maintenance of a positive work environment for everybody in the kitchen
- Delegation of duties and supervision of staff and volunteers
- Training, development, appraisal and discipline of kitchen staff and volunteers
- Preparation of rosters and menus in a timeous way for staff and volunteers
- Management of stock, purchases, orders, deliveries and pricing
- Creation and costing of menus
- Ensuring that good quality products are used
- Accountability for stock levels of produce to ensure availability for menus
- Limitation of stock wastage
- Ensuring that losses and breakages are kept to a minimum and that accurate records are maintained
- Regular stock-taking – at the end of each term
- Ensuring that all Health & Safety legislation and HACCP guidelines are adhered to and reviewed regularly with regards to kitchen production, staff, volunteers, equipment, machinery and hygiene

GENERAL:

- Applicants must have a valid driver's licence
- Applicants must have own vehicle

Remuneration:

R10 000 per month

Closing date for applications: 26 March 2021

To apply, please send CV, recent ID photo and 3 contactable references to:

custodian.post@gmail.com