



**POSITION AVAILABLE:**

Role: Kitchen Administrator

Reports to: Head Chef

Contract: 6 months fixed term with a possible renewal based on operational requirements

**KEY RESPONSIBILITIES:**

- Detailed food costings, this will include calculating and reporting on what each event should cost, liaising with finance on the actual spend and investigating any discrepancies.
- Monthly stock takes and input of figures.
- Work with the Head Chef and the team to deliver consistently and exceed client expectations.
- Working closely with our Food Safety Consultant to build and implement a robust Food Safety Management System in line with current legislation.
- Overseeing the Kitchen Health and Safety requirements, carrying out risk assessments and implementing the necessary changes in line with current legislation and health and safety.
- Assisting with and recording all training the kitchen staff, in terms of all relevant issues, and managing the training folders. This will include ensuring that the kitchen team are all trained to be customer focused, effective in time management, and to be pristine in their appearance both within the kitchen and at events, by assisting the Head Chef, Senio Sous Chef and Sous Chef with the aforementioned.
- Day to day kitchen administration, including the sign off and filing of kitchen control forms e.g. internal store requisition forms
- Managing and liaising with finance (F&B Controller) regarding all orders placed, invoices and receiving of order payments with key suppliers.

**SKILLS AND CAPABILITIES:**

The person appointed will:

- Have relevant experience in a similar role.
- My Micros/My Inventory experience essential
- Be an excellent communicator, who is personable and who will engage with the kitchen team in a positive and considered way, coaching, mentoring and effecting change without conflict.
- Creative and innovative thinking, resourceful, good negotiator. The ability to communicate effectively with our clients, suppliers and internal teams is deemed a crucial part of the role.
- Commercial acumen – profit and value conscious.
- A deep understanding of produce, ingredients and nutrition.
- An ability to lead on health and safety, risk, food hygiene and allergen policies.
- Computer literacy – ability to develop presentations for Board and Clients, including financial reporting.

- Support the kitchen management to lead a team of chefs and to execute products accurately and with consistency in line with the Hotel's objectives.
- Be a passionate about food
- Must be of sober habits
- A drivers license will be advantageous

**QUALIFICATIONS:**

Any of the following will be an advantage:

- A qualification food product management, food technology or a related subject.
- A qualification in food hygiene.
- Any qualifications gained from your background as a chef.

**HOURS OF WORK:**

- 5 days out of 7
- Monday - Sunday.
- Holidays to be taken as per operational requirements

**Closing Date: 20 March 2024**

Email CV's to [applications@rsah.co.za](mailto:applications@rsah.co.za)