

## JOB OPPORTUNITY AT STRATHMORE UNIVERSITY

**Job Title:** Executive Chef  
**Department:** Catering  
**Reporting to:** Catering Manager

### Basic job summary:

To be responsible for ensuring the Catering department provides healthy and quality food to all its customers

### Duties & Responsibilities:

1. Menu Management: Create menus for special events as well daily food supply in the cafeteria;
2. Record Keeping: Maintain updated and accurate costing record of all dishes prepared and sold within the university;
3. Resource Management: Oversee the proper maintenance of equipment and ensuring that they are in working order at all times;
4. Procurement: Head the purchase and storage of food in the kitchen so that there is timely supply of healthy and quality food by the catering department;
5. Staff Management: Identify the developmental needs of kitchen staff; coaching, mentoring, performance management and helping staff to improve their knowledge and skills and ensuring disciplinary procedures and documentation are completed according to institutional, operational standards, and management policy;
6. Hygiene: Promote the maintenance of general hygiene standards in the kitchen;
7. Staff Recruitment: Support in recruitment of new employees and interns and ensure their on boarding is conducted as per University standards;
8. Professionalism: Maintain a positive and professional approach with co-workers and guests.

# PEOPLE & CULTURE ANNOUNCEMENT



## Minimum Academic Qualifications:

- Bachelor's degree in food production or any other related field from a recognized institution
- Food Safety and Sanitation Certification

## Experience:

- At least five years' experience with at least 2 yrs in a supervisory role
- Working knowledge of French in order to be able to interpret menus

## Competencies and Attributes

- Basic Computational Skills
- Organizational Skills
- Verbal Communication Skills
- Kitchen Equipment Knowledge
- Knowledge of International Cuisines
- Good Interpersonal Skills
- Culinary Arts Training

Are you qualified for this position and interested in working with us? We would like to hear from you. Kindly send us a copy of your updated resume and letter of application (**ONLY**) quoting **“Executive Chef”** on the subject line to [recruitment@strathmore.edu](mailto:recruitment@strathmore.edu) by **19<sup>th</sup> May 2025**.

Due to the large number of applications, we may receive, kindly note that only the shortlisted candidates will be contacted.

Please be advised that Strathmore University is an equal opportunity employer and does **NOT** ask for money from applicants under any circumstances during its recruitment process. Interested applicants are encouraged to exercise caution upon receiving any such interview opportunity that requires payment of any money.