



KICK4LIFE TRUST
JOB ADVERT

Posted:
1 August 2019

Position	Academy Chef
Department	Academy
Line Manager	Academy Operations Manager

Objectives:

Cook and prepare high quality, nutritious meals in line with restaurant standards and according to strictly set menu specifications for the Kick4Life Academy student-athletes. This position also supports in general house operations and child care and character development, as needed, and according to strict compliance with Kick4Life Health and Safety and Child Protection Policies and Procedures.

Main Accountabilities

1. Area 1: Cooking and Meal Preparation

- 1.1. Prepare highly nutritious meals according to set menus and tailored nutrition plans, ensuring strict portion control.
- 1.2. Arrive on time to work and work together with the kitchen team to prepare food for service.
- 1.3. Prepare food that is consistent with the quality and presentation and portion size as set out by the management, and deliver in a timely manner according to the Academy weekly schedule.
- 1.4. Provide advice on menu changes and ingredients suggestions in line with nutritional and budget needs.
- 1.5. Consult with No.7 management and outside nutritionists on individual nutrition needs of the student-athletes
- 1.6. Prepare high quality food and service for large Academy events, as needed.
- 1.7. Develop athlete nutrition content and materials for staff reference.

2. Area 2: Stock Take

- 2.1. Manage stock rotation in the kitchen and correctly label and store all food goods.
- 2.2. Record any wastage and reasons for waste.
- 2.3. Document meal tallies for each meal and complete a monthly report.
- 2.4. Work with the Operations Manager to determine stock amounts and order what is required from the correct suppliers.
- 2.5. Generate shopping lists in line with weekly menu needs and changes in preparation for shopping.
- 2.6. Manage inventory, maintaining 30% before replenishment.

3. Area 3: Procurement

- 3.1. Conduct weekly shopping for all Academy foods and goods, as requested, using best practice and within budget.
- 3.2. Manage and complete all necessary procurement processes and paperwork for shopping.
- 3.3. Assist the Operations Manager in managing supplier relationships and negotiating deals and accounts.

4. Area 4: Health & Safety

- 4.1. Maintain occupational health and safety standards at all times in regards to clothing, behaviour, food preparation, food storage, food handling & fire safety.
- 4.2. Keep the kitchen to the highest standards of cleanliness as well as storerooms at all times and keep both free of hazards and pests.
- 4.3. Implement Kick4Life's Food Safety Policy, Food Safety Action Plan and Food Safety Management System in the Academy House following the HACCP system.
- 4.4. Receive First Aid Training and certification and be prepared to implement basic first aid in the event of need.
- 4.5. Stay current on and help implement Kick4Life's Fire Procedures and Fire Safety Management System.
- 4.6. Stay current on and help implement Kick4Life's Emergency Procedures.
- 4.7. Participate in all trainings required of the Academy staff and of this position as requested by senior management.
- 4.8. Lead Academy security and emergency procedures in the event of an emergency and in the absence of other Senior Staff.



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5. Area 5: Child Care & Development Support

- 5.1. Supervise and care for Academy Scholars where requested and in the absence of other Academy Staff.
- 5.2. Abide by and help implement Academy Rules and support in disciplinary procedures.
- 5.3. Take part in and help oversee character development programming in the house.
- 5.4. Support the operational needs of the house, as requested by Management.
- 5.5. Attend broader Academy training and workshops as requested by senior management.

Qualifications and Experience:

Essential:

- Minimum Diploma in food preparation and cooking.
- Minimum 3 years of experience working in a commercial kitchen as a chef.

Desirable:

- Kitchen Management Experience (Sous or Head Chef)
- Specialization in sports nutrition
- Experienced in Western and other international cooking styles
- Child Protection trained

Work Based Skills and Competencies:

Essential:

- Ability to effectively liaise with multi-disciplinary teams and a variety of stakeholders to achieve goals
- Ability to multitask between various spheres of the organization and activities
- Excellent time management and organizational skills
- Demonstrates strong verbal and written communication skills in English and Sesotho
- Computer literate with strong Microsoft and Excel skills
- Strong ethics and reliable
- Adaptable
- Solutions-oriented
- Independent
- Service-minded

Desirable:

- Demonstrates a growth mind-set
- Ability to think strategically

How to Apply:

If you meet the requirements and are motivated to work helping others in a multicultural environment, please send a CV and Cover Letter explaining your motivation and fit for the role to hr@kick4life.org

Please note that only applications received via email will be considered.

Closing Date of applications is 9th August 2019 by 5:00 pm

If you have not heard from us within two (2) weeks of the closing date, please consider your application to be unsuccessful. Remember, we will only contact applicants who have been shortlisted for interview and will not be able to provide feedback to those who have not been shortlisted, due to the sheer volume of applications.