



Kitchen coordinator

Swedish school seeks to recruit a Kitchen Coordinator with a deep understanding and experience of operations of commercial kitchens. The ideal candidate should be a good team player with the ability to take initiatives within given instructions, prioritize and supervise other colleagues with the area of expertise. Holding a high level of integrity. It is of great importance that the individual has knowledge of Swedish food traditions.

The Swedish school in Nairobi's school kitchen, which goes by the name Bamba Chakula, prepares all student meals served at the school. All meals served at the school must be planned, prepared and served with the following basic principles in focus: quality, sustainability, variety, health, good service and the food experience should be appealing to all senses. The dining room environment should also be pleasant and characterized by good atmosphere.

The Kitchen Coordinator is responsible for coordinating, supervising and directing all aspects of kitchen and dining hall operations. The Kitchen Coordinator is responsible for helping oversee the successful completion in regards of the daily meals, events and occasional excursions.

Key Roles & Responsibility

- Plan, organize, coordinate and implement the daily operations and activities of the kitchen.
- Administrate and manage the kitchen department and the kitchen staff in regards to working hours, schedules, leaves and substitutes.
- Implement proper methods and procedures regarding orders, quantities, storage, cooking, packaging of food to prevent food waste.
- Develop a procurement process for food and beverage, material and equipment - to secure optimal price and quality.
- Monitor and follow up on consumption and expenditures to secure budget guidelines.
- Plan daily, weekly and monthly menus and introduce new dishes
- Ensure that Swedish traditions and food culture are maintained
- Ensure that the kitchen is maintained and operated in a safe and sanitary manner.
- Ensure that food items are properly prepared, cooked, stored and served in a safe, sanitary and timely manner and in accordance with Health Protocols

The work requires close cooperation with all departments at the school as well as with suppliers.

Skills and requirements

- Documented education, knowledge and experience of working in and operations of commercial kitchens, preferably school kitchens.
- Documented knowledge of health, nutritional and safety protocols.
- Documented very good organizational and time management skills to prioritize workloads including experience of supervising others in area of expertise.
- Documented ability to work independently and in a proactive and result oriented manner.
- Eye for details and strive for quality and high standards.
- Knowledge about procurement challenges and opportunities in the sector.
- Familiar with especially the Swedish food tradition and also the international kitchen.
- Fluent in English and preferably Swedish, both written and spoken.
- Proficiency in basic MS Office programs: Word, Outlook, Excel etc.
- Hold a driver's licence