

JOB DESCRIPTION

JOB TITLE: Assistant Matron

REPORTS TO: Matron

DIRECT REPORTS: Chefs/Cooks

DATE PREPARED: JUNE, 2023

JOB PURPOSE:

To supervise food prep and cooking, maintaining a fully stocked kitchen inventory and complying with the safety and cleanliness standards.

Key Responsibilities

- Assist the matron in organizing leading and motivating the team of cooks and ensure each member of staff completes their duties accordingly.
- Assist with the development and planning of menus
- Assist in supervising kitchen staff to ensure meals are prepared to meet the required standard and taste.
- Assist with stock taking and proper labeling of storage of the food supplies, taking into consideration the expiry dates at delivery.
- Assist Matron to draw daily and weekly schedules for the kitchen staff.
- Assist the Matron to shop for the needed ingredients for food preparation.
- Support the Matron to monitor and maintain high standards of hygiene before, during and after cooking
- Support Matron to ensure food hygiene and health and safety regulations are strictly observed.
- Ensure all kitchen staff wear and use the appropriate PPEs in the kitchen.
- Ensure staff use kitchen equipment i-lie with manufacturer's guidelines to avoid any accidents.
- In the absence of the Matron report any fault in the Kitchen the facilities Manager
- Perform any other duties as assigned.

QUALIFICATIONS AND EXPERIENCE

- HND/NVTI II in Catering/ Home Economics with eight (8) years' relevant experience in similar role.
- Good knowledge in HACCP/Food Safety
- Advanced knowledge culinary baking and pastry techniques

- Ability to cook local dishes for a large number of people
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The ideal candidate should possess:

- Detail Oriented
- Trustworthy
- Good Listener
- Good interpersonal Skills
- Good Communication and writing Skills
- Team player
- Learner
- Excellent time manager
- Multi-task
- Work under pressure