



SCHOOL HEAD CHEF

Mise en Place Ltd. is a family-owned company; our mission is to execute on excellence and to consistently deliver the highest quality catering in the Cayman Islands. We aspire every day to “do it better”. Join us as School Head Chef to help deliver on our mission!

As School Head Chef you will work closely with the YUM School Catering Manager, School Supervisors and Chefs across Government and Private Schools to deliver an exceptional service and food experience. You will foster a culture of collaboration, excellence, continuous improvement and drive food quality and high standards. This role will be primarily based at John Gray High School but required to visit other schools, on a weekly basis.

If you are the right fit for this role, what are you waiting for? Apply today!

Responsibilities

Food Excellence and Quality

- Ensure meals are provided on time and that adequate quantities are available.
- Ensure efficient service and good flow in the service area.
- Plan and supervise tasks carried out by the food preparation team.
- Ensure menus are posted for students’ attention.
- Gather feedback from students on new products, menus and understand where MEP can improve.
- Ensure the menu adheres to The Cayman Island Public School Standards for Food Provision whilst appealing to students and school staff.
- Keep abreast of culinary and healthy diet trends and incorporating these into the menu.
- Assist the YUM School Catering Manager in creating monthly menus for all schools and submit the monthly menus to the school, the relevant school and MEP management team no later the 28th of the preceding month.
- Work closely with chefs from all schools to ensure they are following recipes and menus correctly.
- Sign off and approve menus created by all other schools.
- Sign off and approve orders made by all other schools.

Inventory and Costs

- Develop and cost recipes and ensure that the portions control is observed.
- Maintain accurate records of service provided to students who are on a postpaid meal programme.
- Control food cost and minimising food waste.
- Order food supplies.



- Deal with suppliers and check that the correct order has been delivered at the quoted prices.
- Advise accounts department regarding additional equipment purchase requests.
- Submit a monthly inventory to accounts department and control inventory levels.
- Monitor inventory and notify MEP management team immediately if you suspect a security issue.

Health and Safety

- Maintain kitchen and equipment. Notify the school facility coordinator and YUM School Catering Manager immediately regarding faulty equipment and follow up until repair is complete.
- Maintain high standards of sanitation and comply with Department of Environmental Health requirements to maintain excellent annual reports.
- Take responsibility for the health and safety of the food team.
- Keep abreast of and comply with the latest health and safety laws and regulations.

Team Leadership

- Provide effective supervision and training to the canteen employees, whilst maintaining a positive work environment.
- Supervise day-to-day the JGHS kitchen operations and handle multiple duties simultaneously in an organised manner.
- Support the other Government and Public schools and answer day-to-day queries related to food.
- Lead the JGHS staff in all matters related to food preparation.
- Schedule JGHS employee hours. Monitor employee hours and submit timecards to HR department fortnightly for payroll.
- Control JGHS staff expense and reduce hours in accordance with school activities. E.g., Year groups absent for field trips, half days for end of term, Students absent from school for work experience etc.
- Conduct regular one to ones with staff, providing positive and constructive feedback, gather feedback and discuss development.
- Evaluate JGHS staff performance and submit annual review to the HR department.
- Ensure JGHS staff lunch is available daily.
- Coach and support the Chefs across all schools, providing them with mentorship and training.
- Assist with new hires across schools, including recruiting, interviewing, and training.

Other

- Develop a great relationship with the school principals, administration and PTA's and act as an ambassador for MEP.
- Provide MEP management team with regular reports.



- Implement and enforce kitchen closing/reopening procedures for school breaks.
- During school break – be prepared to assist at different areas within our company such as Events and MEP Warehouse.

Key Qualifications and Skills:

- Bachelor's Degree in a related field or Level 2 Diploma in Professional Cookery or Certificate/Diploma in Hospitality or Hospitality Supervision, or certificate in Professional Cookery.
- Relevant managing food safety and/or catering health and safety qualification.
- Proven experience as a passionate Head Chef in a high-volume establishment, with a track record of operational excellence.
- Strong leadership and people management skills, with the ability to motivate, inspire and develop teams.
- Excellent communication and interpersonal skills, with the ability to collaborate effectively across departments.
- A solid understanding of culinary principles, food trends as well as an ability to innovate and create.
- Proven experience in working with budgets with the ability to analyse financial data.
- Exceptional organisational, multitasking and time management skills.
- Ability to be flexible and work to deadlines under pressure, whilst remaining calm.
- Be able to lift 50Lbs.
- Proficient in IT and computer literate.
- Must be fully literate in English (both written and oral) to read and understand items such as instructions, warning labels on chemicals, equipment manuals.
- Have excellent personal hygiene and have a good working knowledge of hygienic food handling.
- Ability to remain calm and professional, especially when dealing with children.
- Happy to work in an environment which can be noisy at times, with hot surface, chemicals and solvents.
- Must participate in Child Protection Training.

Other requirements:

- Applicants must have a no-convictions police record.
- Valid Cayman Driver's Licence.
- Qualified Caymanians and PR Holder are strongly encouraged to apply and will receive priority for consideration.
- To apply online, visit <https://miseenplace.bamboohr.com/careers>